PRO Lite

Version 1.0

User Manual

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Table of Contents

Technical Details 4
Overview 5
Installation 6
System Requirements 6
Check Hardware Installation 6
Tree Folder Settings 7
Network 7
Time Zones 9
Holidays 12
User Groups 14
Users 16
Export 24
Import 25
Operators Settings 27
Reports 29

Report Wizard 29

Events Report 33

Graphical Report 36

Saved Report 37

Tag Details Report 37

First/Last Event Report 38

Evacuation Report 40

Last Reader Used Report 40
Menu Bar Operation 42
Configuration 42
Sequential Tags 42
Global System Parameters 44
Communication 46
Fingerprint readers 49
Search 50
Backup 51
Disable Alarm 54
Settings Records 54

Time Zones Settings Report 54

User Groups Settings Report 55

Reader Groups Settings Report 55

User Details Report 56

Holidays Report 57

User Group with (APB) Settings Report 58

Door Controllers with (APB) Settings Report 58

Online/Offline mode 59

Text Settings 60

Help 61

Contents 61

Registration 61

Instructions on Changing of Languages 64

Trouble Shooting 65

Glossary 66

Technical Details

1. PRO Lite Software will function using the Operating systems listed below.
   - Windows 98 SE/2000
   - Windows XP Professional
   - Windows XP Home Edition
   - Windows 7
2. Communication using RS 232 cable is fine up to 15 meters.
3. For online communication between **O2LA** and the **PRO Lite** software the following Modems are recommended.

Modems
U.S Robotics Message Modem (V.92)
D-Link DFM 562 E++ (V 92)
D-Link DFM 560 ES (V 90)
ZyXEL Omni 56k (V 90)
LANCER 56 k

Warning: Ideally the same ITU Version V92 or V90 compatible Modems should be used on both sides or it could create problems.

Overview

The Microsoft® Windows™ based PRO Lite can manage up to 50 registered O2La units installed in different locations. PRO Lite has three functions easy & user-friendly programming, real-time monitoring and reporting. Using normal Windows techniques (dialog boxes, drop-down menus, etc) programming has been made so user-friendly that even novices can program the O2LA system in a few minutes.

Key Features

- Manage 50 registered O2LA units.
- Online Monitoring /Controlling/Programming.
- Generate customised reports.
- Image and other details of **User** can be displayed on computer screen.
- Menu driven operation (with dialog boxes and drop downs).
- Extension Unit diagnostics status.
- Programming and setting of Network, Time zone , User Group , Sequential Cards, Users, Holidays, Communication, Events and Operators etc.
- Import and Export of data from the Controller.
- Menu operation for Configuration, Reports, Backup.
- Help menu for online support.

Installation

System Requirements

- Windows 98 SE/ 2000 / XP Professional / Home Edition/ Win 7.
- 64 MB RAM, preferred 128 and above.
- 60 MB Hard disk free space.
- RS 232 Serial (Com) Port or USB Port with USB – RS 232 Converter (Cable).

Check Hardware Installation

1. Check the wiring to the O2LA.
2. Check if the controller (i.e. O2LA) is powered on.
3. Check if the controller (i.e. O2LA) is connected to PC.
4. Connect the controller (i.e. O2LA) to PC.via RJ12-RS232 cable.
5. Use an USB-RS232 converter (cable) in absence of Serial Port. It provides flexibility for using any serial devices also. The software will automatically detect the way of communication when it is connected.

Note: In case of any difficulty, please refer to the hardware manual for detailed information on the O2LA system or consult your installer.

Tree Folder Settings

Network

Network

"Network" menu is for programming the Controller. Network menu consists of two sub options i.e **Free access** and **O2LA**.

Free Access (Door)

Free Access provides access without need for code or card. It can be programmed only for 1 entrance e.g. car park in the O2LA system.
In Free Access, one access point is configured and the time schedule for Free Access is defined in Time Zone03 -> Free Access (Time) option.

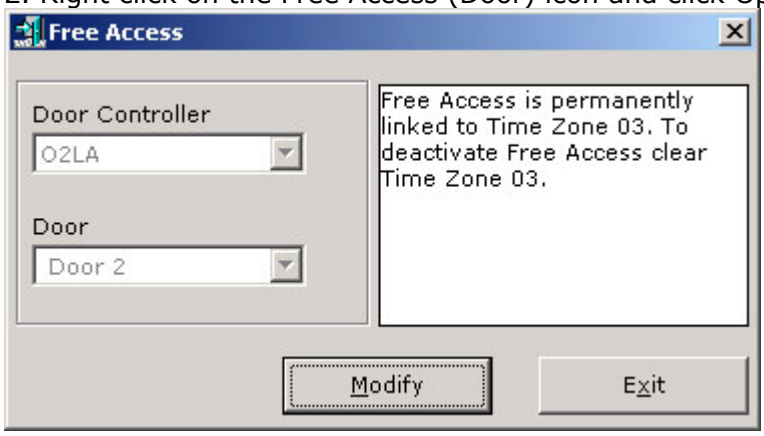
Note:

- Free Access granted is for every day of the week, including weekends and holidays.
- Free Access is linked to the default Time zone 03(Free Access time).

Warning:

- Only one door can be configured for Free Access in the O2LA / EW network.
- Free access should never be used for doors giving access to secure areas and doors configured with Mantrap.

1. Double click the Free Access (Door) icon.
   Or
2. Right click on the Free Access (Door) icon and click Open.



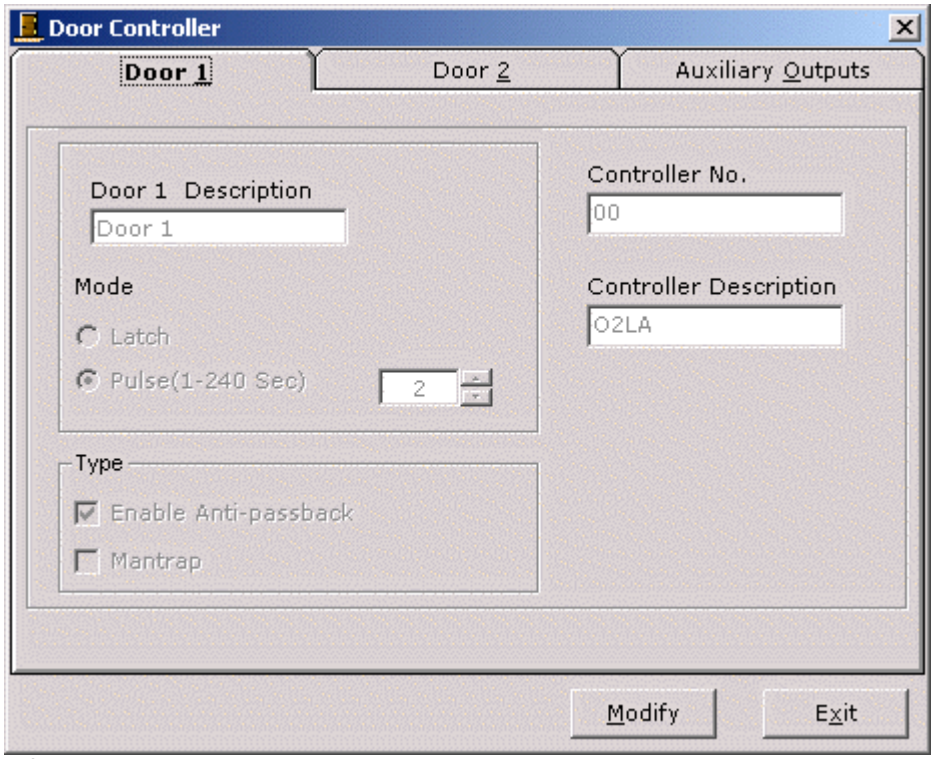
3. Click the Modify button.
4. Select the Door Controller (the Controllers selected in Controllers tab ->Global system parameters screen are displayed for selection).
5. Select the **Door**.
6. Click the **Save** button to set the **Free Access (Door)** settings.

O2LA

Here Settings of O2LA can be done. O2LA has three sub options under it, which are **Door1**, **Door 2** and **Auxiliary Outputs**.

Door 1 Settings

1. Expand the O2LA menu (click on "+").
2. Double click **Door 1** Sub option **or** right click **Door 1** sub option and click **View.**



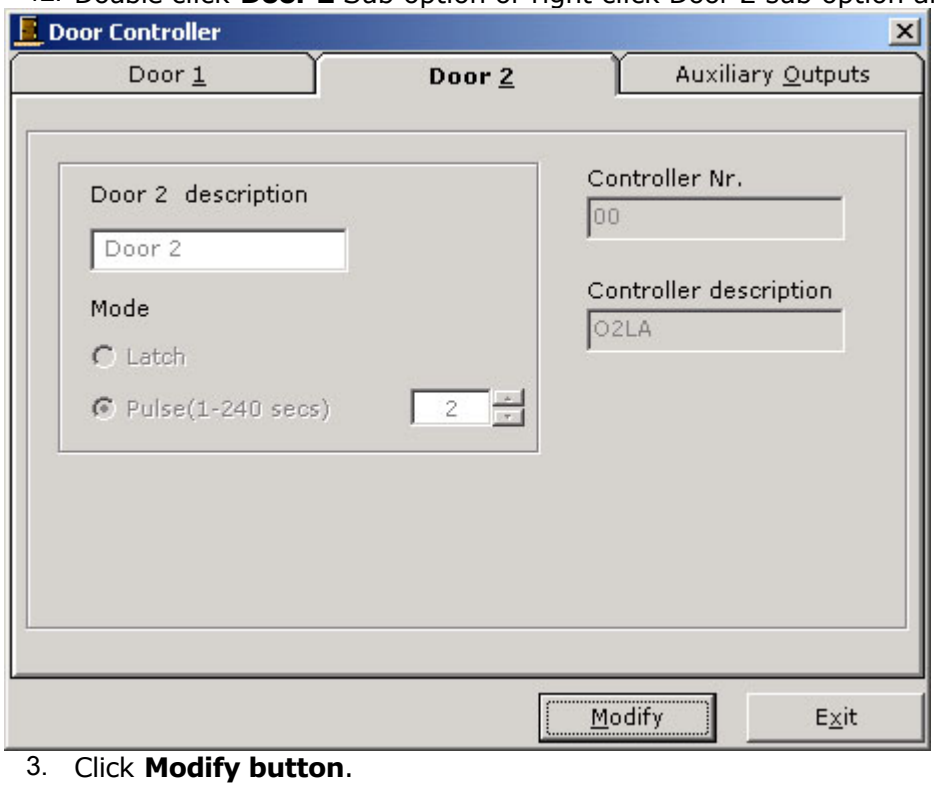
3. Click **Modify button**.
4. Enter the Door 1 Description (name by which you identify the door).
5. By default the **ControllerNo** for O2LA is **00** and cannot be changed.
6. By default the Controller Description is given as O2LA, which can be changed.
7. Select Latch or Pulse mode for the door, if pulse then set the door timing (1 to 240 seconds).
8. Check **Enable** **Anti-passback**if it is to be enabled (**Reader 2** automatically becomes **OUT reader** for **Door1**).

Or

9. Check **Enable Mantrap** if it is to be enabled.
10. Click **Update button** to save the settings.

Door 2 Settings

11. Expand the O2LA menu (click on "+").
12. Double click **Door 2** Sub option or right click Door 2 sub option and click **View**.



3. Click **Modify button**.

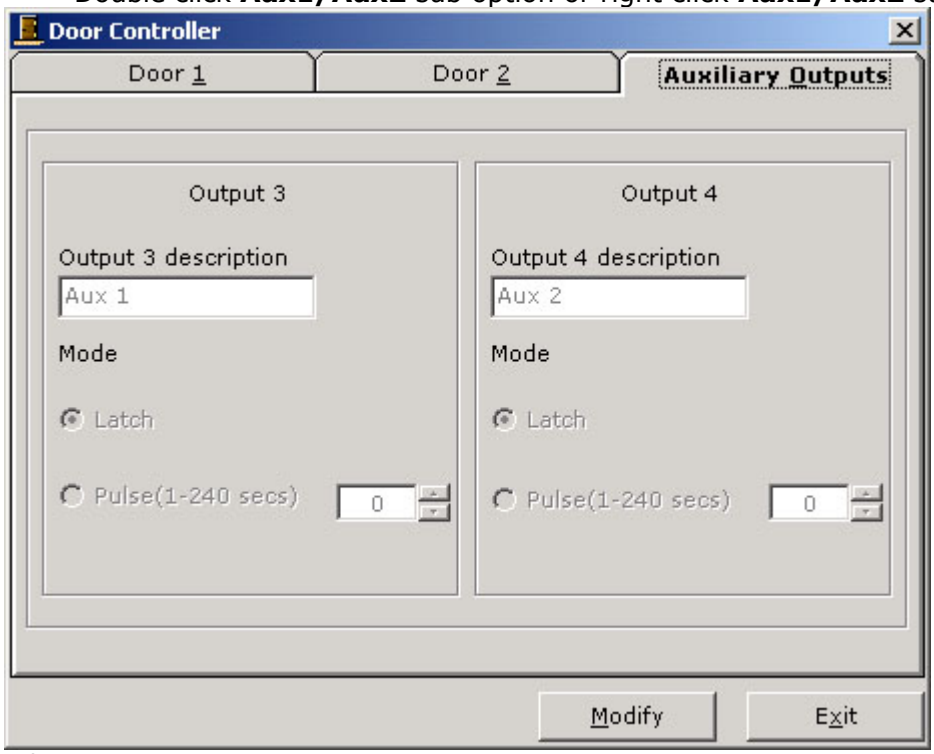
4. Enter the Door 2 Description (name by which you identify the door).
5. Select Latch or Pulse mode for the door, if pulse then set the door timing (1 to 240 seconds).

Note:If Door1 is Anti-passback enabled, then the Latch or Pulse mode selected here is for theOut reader of Door 1**.**

6. Click **Update button** to save the settings.

Auxiliarry Outputs settings

9. Expand the O2LA menu (click on "+").
10. Double click **Aux1/Aux2** sub option or right click **Aux1/Aux2** sub option and click View.



3. Click Modify button.
4. Enter the 3rd Output Description (name of the 3rd Output).
5. Select Latch or Pulse mode for the 3rd Output, if pulse then set the timing (1 to 240 seconds).
6. Enter the 4th Output description (name of the 4th Output).
7. Select Latch or Pulse mode for the 3rd Output, if pulse then set the timing (1 to 240 seconds).
8. Click Update button to save the settings.

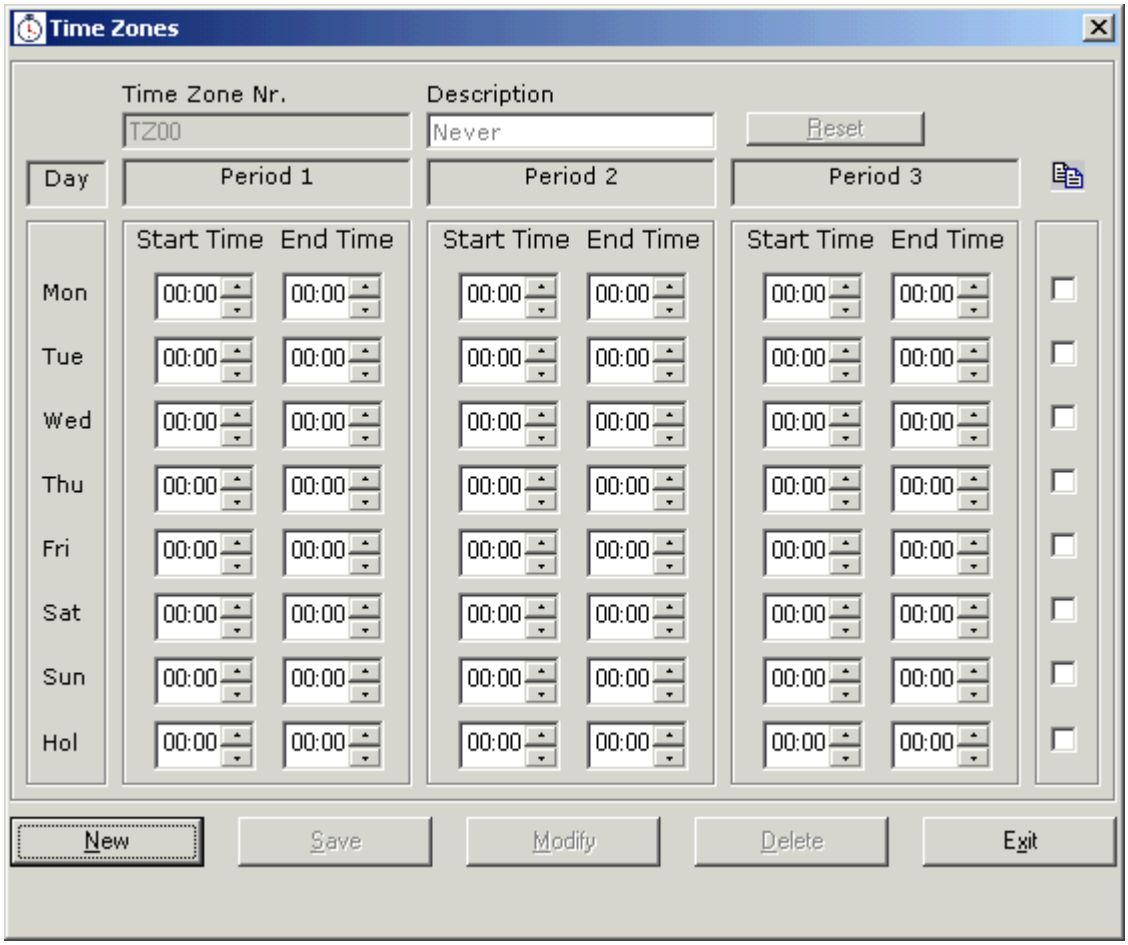
Note: The **Settings** for other **Extension Units** in **Network menu** can be done as explained for **O2LA controller**.

Time Zones

Through Time zone, you can define time schedule, so that each user is granted access at particular time slab on each day of the week.
Click (+) **Time Zone** and the folder expands, displaying 2 default Time Zones: **"Never**" and **"Always"**.
Never (00): Access denied at all periods and all days.
Always (01):Full Access, 24 hrs, 7 days a week, throughout the Year.
Priority (02): Time zone (02) linked to Priority alarm is User definable.
Free access time (03): Time zone (03) linked to Free access is User definable.
Note:

- Time zones Never (00), and Always (01) cannot be modified or erased.
- Time zones Priority (02), and Free Access time (03) can be modified but cannot be erased.

Double click on either of the default Time Zones and a similar screen shown below is displayed.



Create a Time Zone

1. Right click the "Time Zone" on the tree structure and then click "new".

Or

2. Click (+) Time zones and double click on either of the default Time zones **"Never"** or **"Always".**
3. In the Time Zone main screen displayed, click **New** button.
4. Enter a Description for the **Time Zone**.
5. Enter the Start time and End time for one or all the Periods of a day as required.

Note: The Time Zone is taken on a 24 hrs scale.

6. If the Time period entered for a day is to be **copied** for the following days, check the square box corresponding to the following days.
7. Click **Save** button, the Time Zone created is saved and added to the Time Zone main menu.

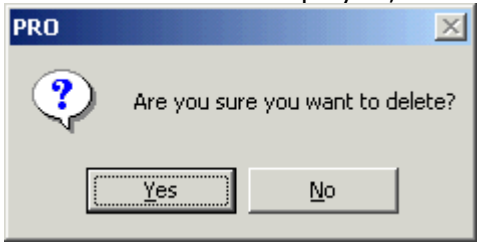
Modify Time Zone

Note: The default Time Zones i.e. **Never** and **Always** cannot be modified.

7. Click (+) Time Zones and double click on the Time Zone to be modified.
8. In the screen displayed, click **Modify** button.
9. Change the Description and time set for each period and each day as required.
10. Click **Update** button to save the changes done in the Time Zone.

Delete a Time Zone

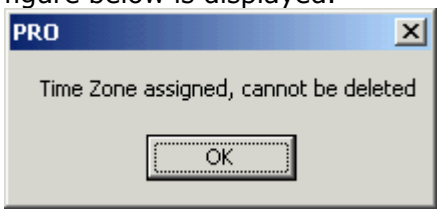
11. Click (+) Time Zones and double click on the **Time Zone** to be deleted.
12. In the Screen displayed, Click on **Delete** button, a message as shown below is displayed.



3. Click **Yes** to Delete the Time Zone.

Note: If the Time Zone is assigned to a **User Group**, it cannot be deleted a message as shown in

figure below is displayed.

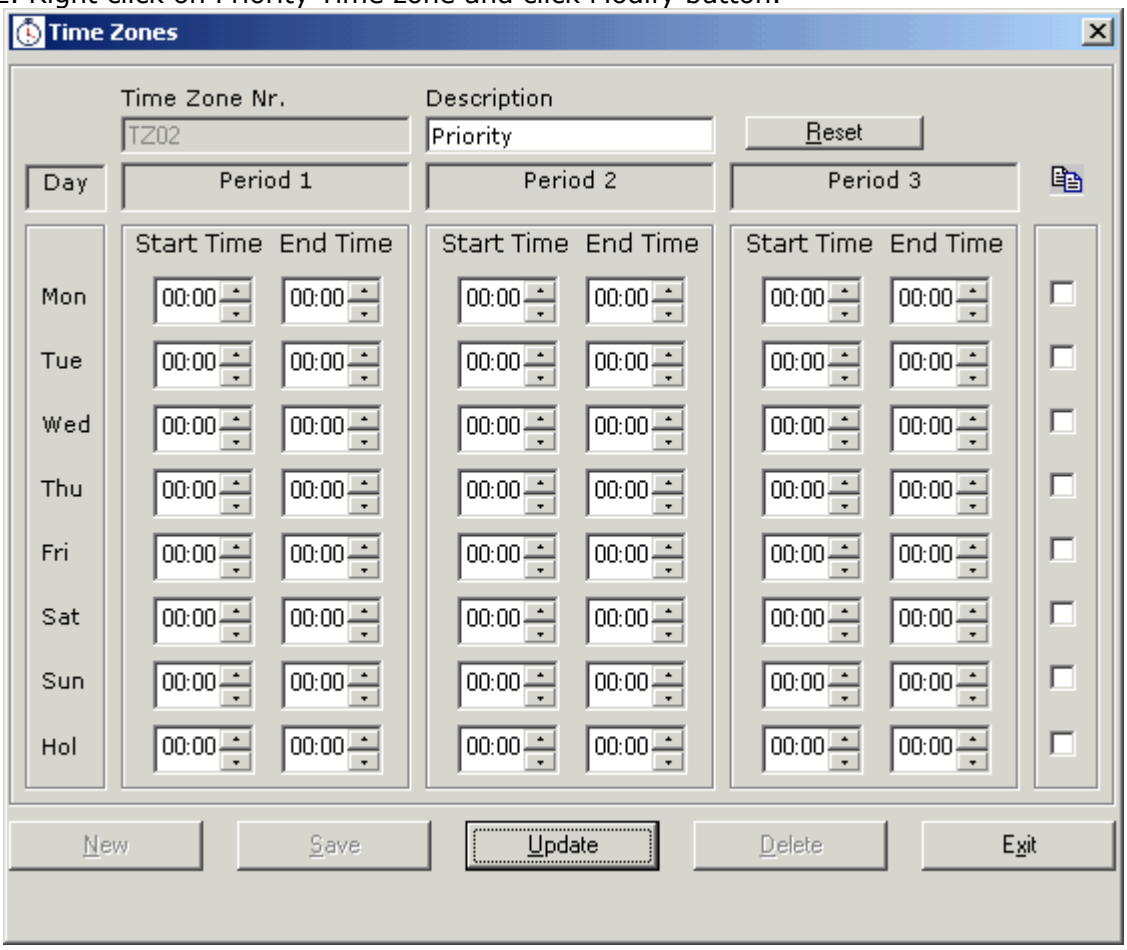


Priority
Priority time zone enables time schedules to be defined for triggering of Priority alarm for Door open too long event.

- If the Door open too long event occurs within the Time zone 02, Output T5 will be triggered.
- If the Door open too long event occurs out side the Time zone 02 Output T4 will be triggered.

Note: By connecting suitable warning devices to Outputs T4 and T5, appropriate signals can be sent out. For example, a voice-messaging unit can be connected to Output T5 and a siren to Output T4, and Time Zone 02 programmed for office hours. Then, during office hours, a Door Open Too Long event will trigger a voice message and outside office hours, the same event will trigger an alarm.

To define Time Schedule for triggering of Priority alarm
1. Double click on Priority Time zone and click New button.
Or
2. Right click on Priority Time zone and click Modify button.



Note: To clear any previously defined time schedules for the Priority alarm, click Reset button.
3. Change the description and set the times for each period and each day, as required.
4. Clicking on the empty square box to the right of each day will duplicate the Start and End time information from the previous day.
5. Click the **Update button** to save the changes done in the Priority Time Zone.

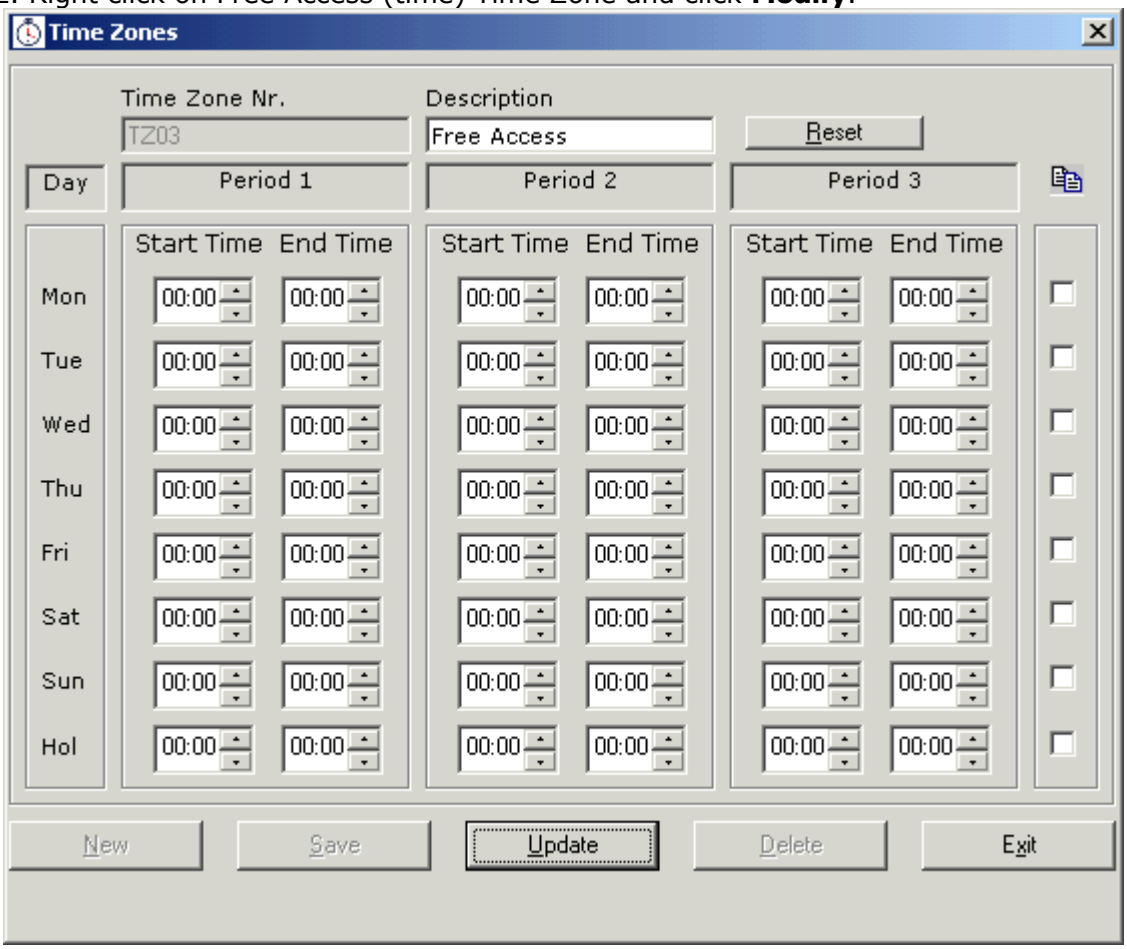
Free access (Time)
Free access (Time) enables time schedules to be defined for the Free access door to be open.

To define Time Schedule for Free access door

1. Double click on Free Access (time) Time Zone and click **Modify** button.

Or

2. Right click on Free Access (time) Time Zone and click **Modify**.



Note: To clear any previously defined time schedule for Free access, click Reset button.

3. Change the description and set the time for each period and each day as required.
4. Clicking on the empty square box to the right of each line will duplicate the Start and End time information from the previous day.
5. Click the Update button to save the changes.

Holidays

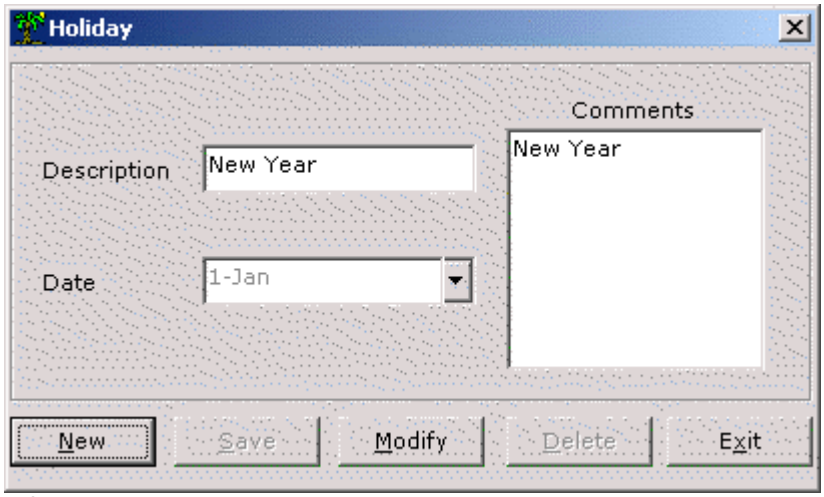
List of Holidays in a Year are entered under the **Holidays** menu.
A maximum of 64 Holidays can be entered for a year.
New year is a default Holiday that is already entered and can be **modified** but cannot be **deleted**.

Note:

Holidays entered are automatically carried forward each year and Care must be taken to ensure that holidays, whose date changes from year to year, are re-entered annually.
User will be given access on a Holiday, if linked to a User group containing the Time Schedule in which holiday timings is defined.

Entering Holidays

1. Expand Holiday menu (click on "+").
2. Double click on New Year (Default Holiday), displays Holiday entry screen.

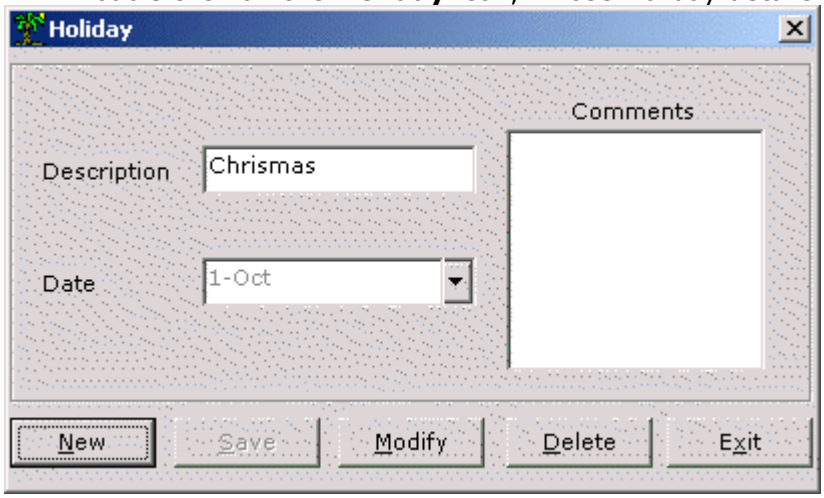


3. Click New button.
4. Enter the name or Description of the Holiday.
5. Click button in the date field and immaterial of the Year select the date from drop down calendar.

6. Enter the Comments for the Holiday in **Comments** text box.
7. Click **Save**, the folder icon with the Holiday name gets automatically added under the **Holidays menu**.

Modify Holidays

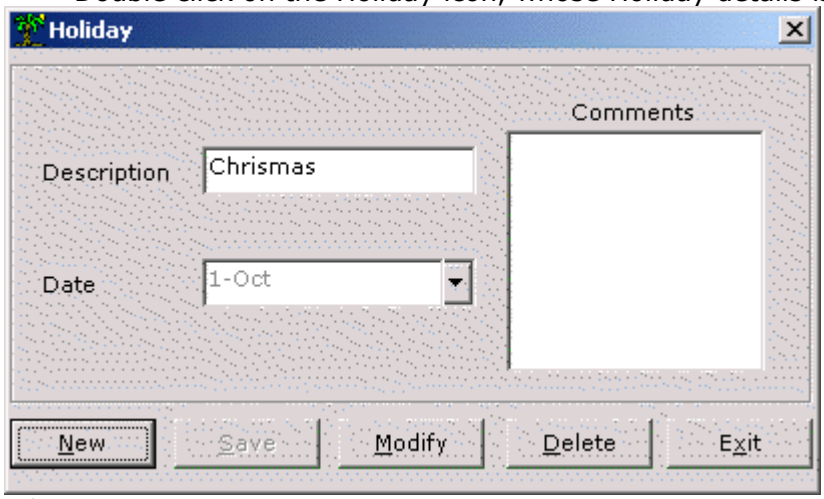
3. Expand Holiday menu (click on "+").
4. Double click on the **Holiday** icon, whose Holiday details is to be modified.



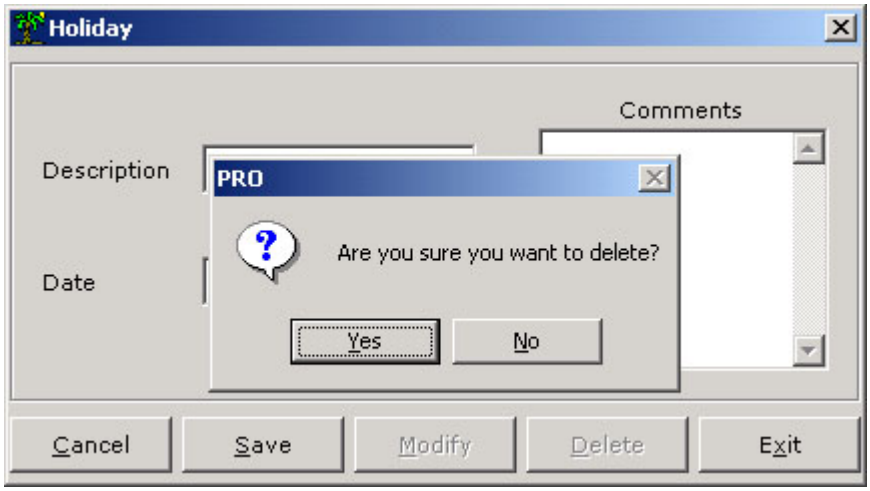
3. Click **Modify** button.
4. Make necessary changes (as explained in steps 4 – 6 under **Entering Holidays** heading).
5. Click **Update** button to save the Modifications.

Delete Holidays

5. Expand Holiday menu (click on "+").
6. Double click on the Holiday icon, whose Holiday details is to be deleted.



3. Click **Delete** button.



4. Click **Yes** to delete the Holiday.

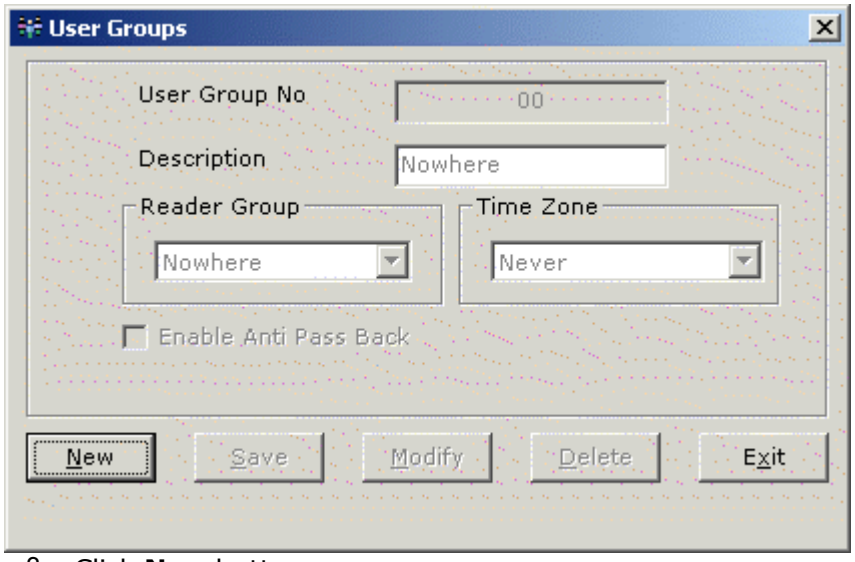
User Groups

Through this option, User group can be defined to which a Reader Group and Time zone is to be assigned. User Group determines where and when a User's Card or Code will be valid (to a group of doors within the time schedule).
Click (+) **User Group** and the folder expand to display 2 default (Predefined) User Groups: **"Nowhere"** and **"Everywhere"**.

1. "00" User Group is pre-defined for 'Nowhere' = No access to the entire system.
2. "01" User Group is pre-defined for 'Everywhere' = Full access to the entire system.

Note:
User Groups 02 to 99 can be defined.
User Group **Every where** overwrites the conditions like **Antipassback** and **Mantrap**.

Create User Group
1. Right click the "User Group" on the tree structure and then click "new".
Or
2. Click (+) User Group and double click on either of the default User Groups **"Nowhere"** or **"Every where"**.



3. Click **New** button.
4. Enter a description for the User Group.
5. Select appropriate Reader group and Time zone.
6. Check Enable Antipassback checkbox.

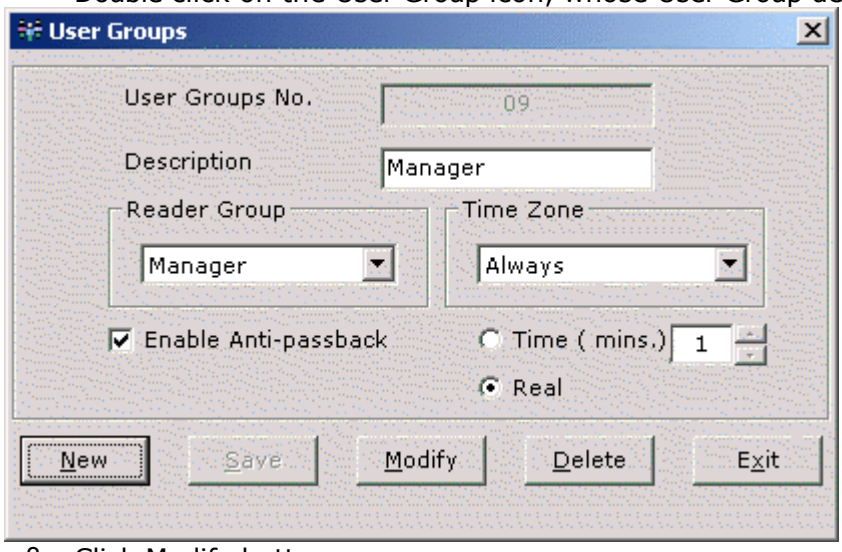
Note: For **Antipassback** feature to function, it has to be set for the appropriate Controllers in **Network menu** and enabled in **User Group menu**.

7. Select either **Real** or **Timed** antipassback (with timing from 1 to 30 minutes)
8. Click **Save** and the User Group icon gets added into the folder.

Note: User Group No is **auto generated** on Saving a User Group.

Modify User Group

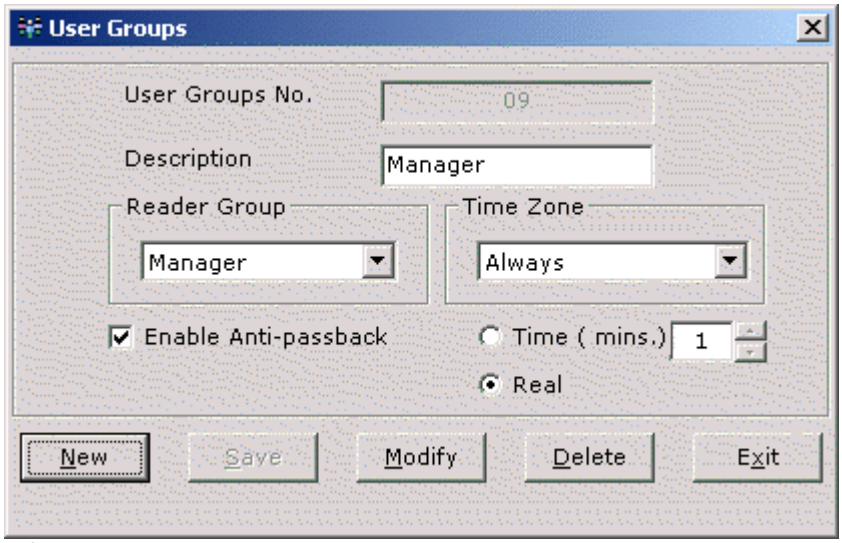
1. Expand User Group menu (click on "+").
2. Double click on the User Group icon, whose User Group details is to be modified.



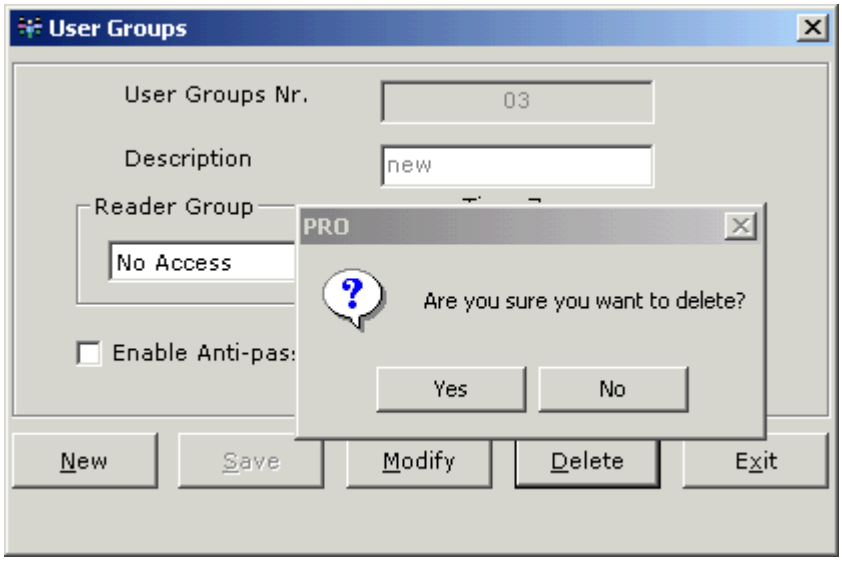
3. Click Modify button
4. Make necessary changes (as explained in steps 3 – 6 of **Creating User Groups**).
5. Click Update button to save the Modifications.

Delete User Groups

3. Expand User Group menu (click on "+").
4. Double click on the User Group icon, whose User Group details is to be deleted.



3. Click delete button.



4. Click Yes to delete the User Group.

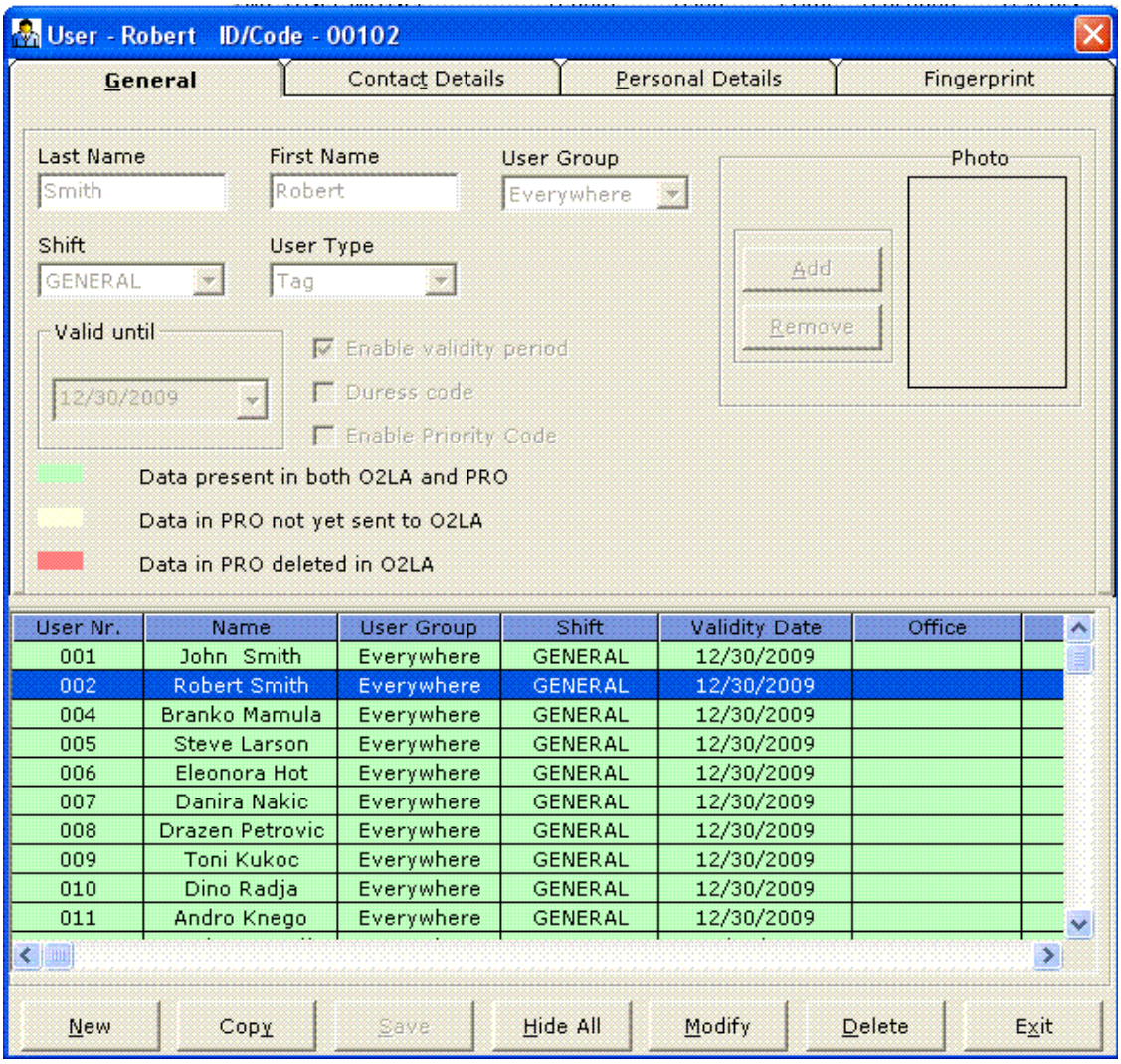
Note: If the User Group is used in **User details** it cannot be deleted, a message as shown below is displayed.

Users

Users screen is to add, modify, view or delete user related information.

Enter User Details

Double click **Users icon** and the following window is displayed:


User - Robert ID/Code - 00102
General
Contact Details
Personal Details
Fingerprint
Last Name
Smith
First Name
Robert
User Group
Everywhere
Photo
Shift
GENERAL
User Type
Tag
Add
Remove
Valid until
12/30/2009
Enable validity period
Duress code
Enable Priority Code
Data present in both O2LA and PRO
Data in PRO not yet sent to O2LA
Data in PRO deleted in O2LA
User Nr. | Name | User Group | Shift | Validity Date | Office
001 | John Smith | Everywhere | GENERAL | 12/30/2009
002 | Robert Smith | Everywhere | GENERAL | 12/30/2009
004 | Branko Mamula | Everywhere | GENERAL | 12/30/2009
005 | Steve Larson | Everywhere | GENERAL | 12/30/2009
006 | Eleonora Hot | Everywhere | GENERAL | 12/30/2009
007 | Danira Nakic | Everywhere | GENERAL | 12/30/2009
008 | Drazen Petrovic | Everywhere | GENERAL | 12/30/2009
009 | Toni Kukoc | Everywhere | GENERAL | 12/30/2009
010 | Dino Radja | Everywhere | GENERAL | 12/30/2009
011 | Andro Knego | Everywhere | GENERAL | 12/30/2009
New
Copy
Save
Hide All
Modify
Delete
Exit

1. Click **New** and click on **General** tab.
2. Enter the user's names in the text boxes provided.
3. Select the User Group (all created User Groups will be listed).
4. Select User Type (Code or Tag).
5. Enter or select the User code / Tag number (generated through Sequential card programming screen).

Note: If cards or key fobs are un-numbered, they can still be assigned. Make sure that PRO Lite is On-line and the cursor is in the code or tag window, and present the card or key fob on either of the readers of the O2LA controller. The number will be read and automatically entered. These numbers cannot be modified.

6. Click "**Add**" to browse and select the picture of the User.

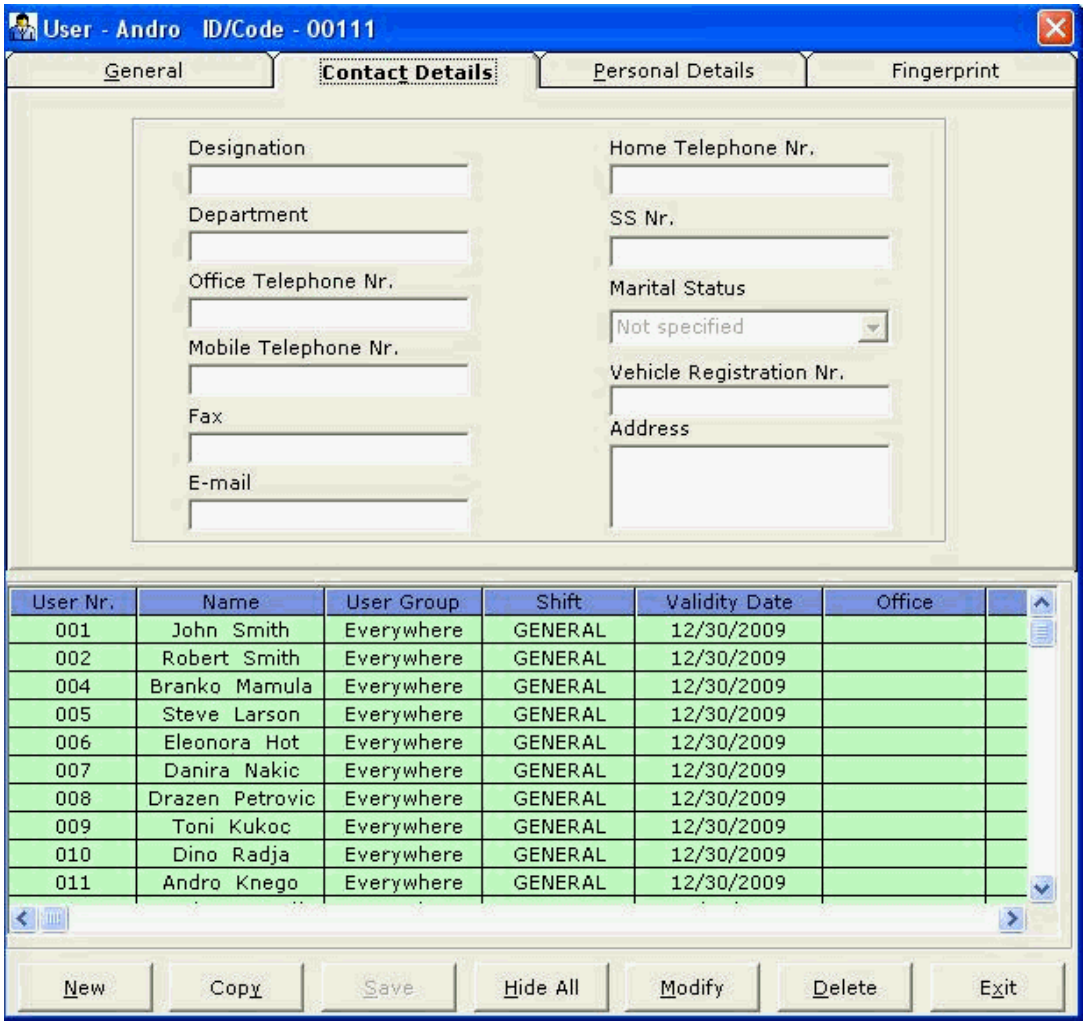
Note: Before adding the picture into the User details screen, the Picture of the User has to be saved in the system:

- Scan the Picture of the User.
- Using an Image editing tool, set the Picture size to 23mm (Width) x 28mm (Height).
- Set the Pixels of the Image as 69 x 85, Resolution as 30.
- Save the Image with a **.JPEG** extension.

It is very **important** that for the User Picture to be seen on the Online-monitoring screen when the User is granted access or denied access, the scanned picture should be set for the size, pixels and the resolution specified above.

7. Check **Enable Validity period** checkbox and specify the validity period for the User code/Tag to be active.
8. Check **Enable Priority Code** checkbox to assign the User code as a **Priority code**.
9. Check **Duress code checkbox** to assign the User code as a **Duress code**.
10. Click **Contact Details** tab and enter the Contact details of the User.

11. Click **Personal Details** tab and enter the Personal details of the User.



12. Click **Save,** the User details is saved and displayed in the User details list.
13. Click **View All** to view details of all the programmed users.

User No. | Name | User Group | Validity Date | Office | Mobile Number
000 Sid N W Everywhere Not specified
001 S Godwin Everywhere Not specified
002 J J John Everywhere Not specified
005 NewUser005 new Not specified
006 NewUser006 new Not specified
012 NewUser012 Everywhere Not specified

User Details List

Note:

- User details present in both **O2LA** and **PRO Lite** are highlighted in **Green color**.
- User details present only in **PRO Lite** but not exported to O2LA is highlighted in **Yellow color**.
- User details deleted in O2LA and present only in PRO Lite after Importing is highlighted in **Red color**.
- To export the details highlighted in Red back to **O2LA** carry outthe followingsteps

14. click **Modify** and change any of the fieldsunder user settings **(**eg**: user group,validity period, duress code,priority code)**

To Copy and Paste the details of selected User

This option is useful when a User is given two different User codes, it reduces the time of entering the details of the user again.

15. Select the User from User details list.
16. Click **Copy** button, to copy the selected User details.
17. Click **New** button.
18. Click **Paste** button to paste the User details copied.

Note: The details like the User group and User code is not copied.

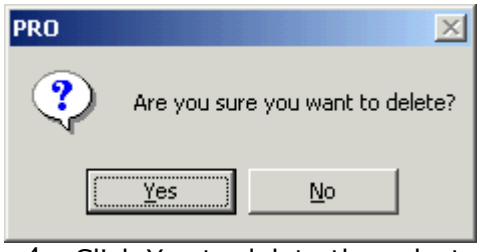
5. Enter the User code and select the User group.
6. Click **Save** button to save the User details.

To Modify User Details

7. Double click **Users icon.**
8. Select the User from User details list.
9. Click **Modify** button and change the user information as required.
10. Click **Save** button to save the changes.

To Delete User Details

11. Double click Users icon.
12. Select the User from User details list.
13. Click Delete button.



4. Click Yes to delete the selected User details.

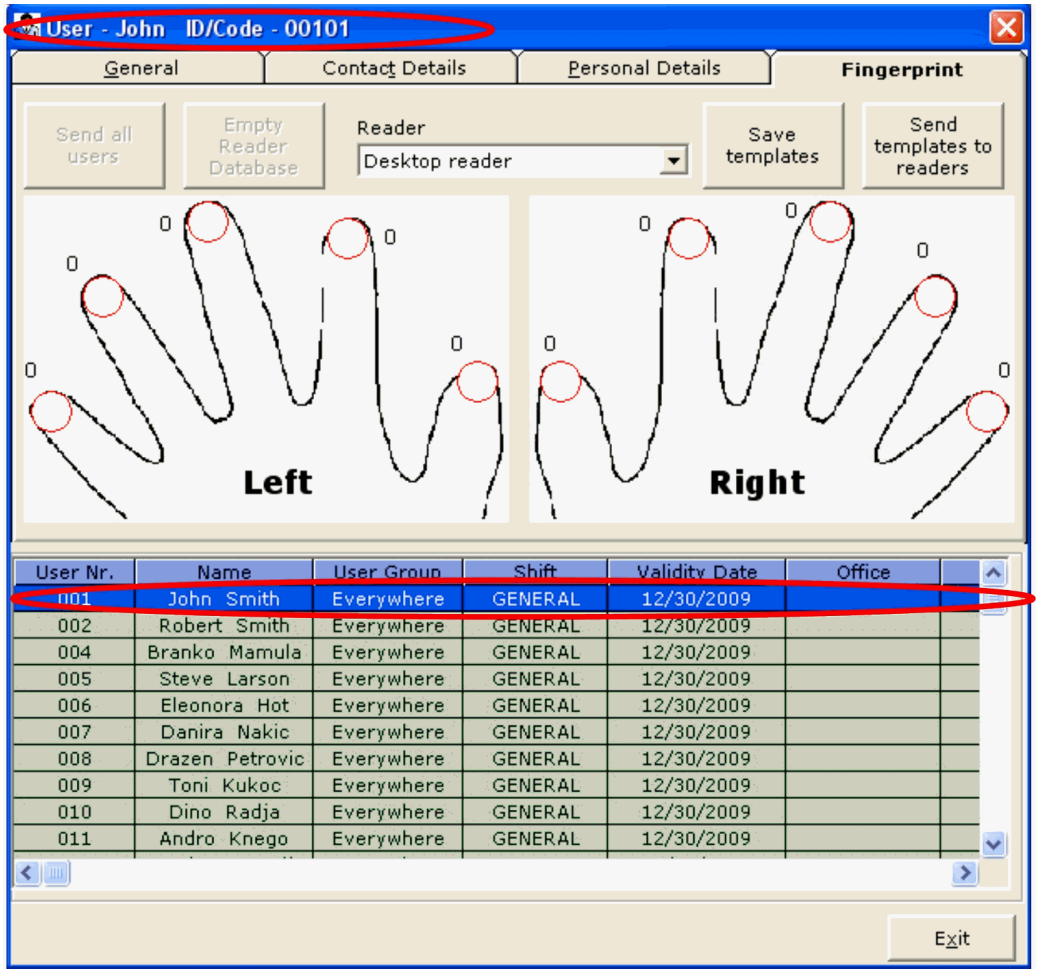
To enroll Fingerprint of a User

5. Click **Fingerprint** tab and this window will appear:

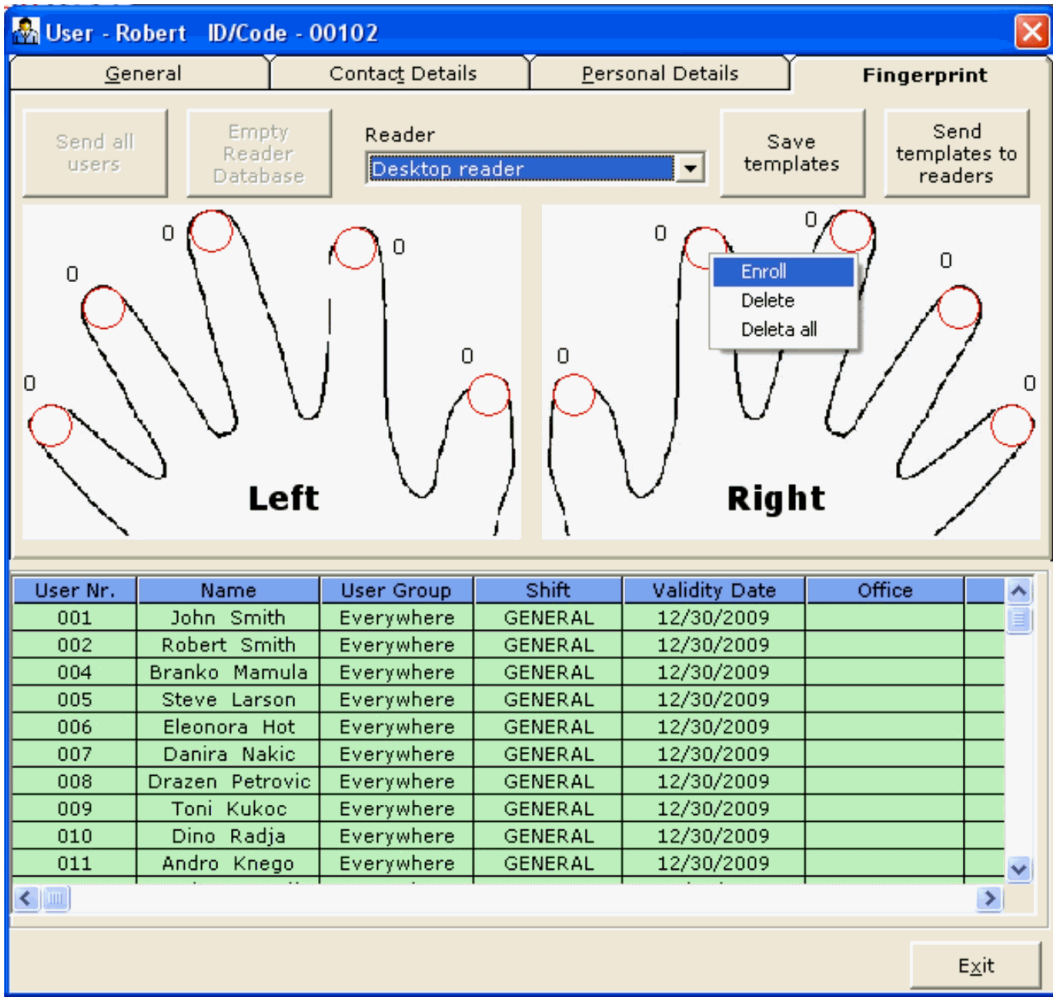
User - Robert ID/Code - 00102
General
Contact Details
Personal Details
Fingerprint
Send all users
Empty Reader Database
Reader
Desktop reader
Save templates
Send templates to readers
Left
Right
User Nr. | Name | User Group | Shift | Validity Date | Office
001 John Smith Everywhere GENERAL 12/30/2009
002 Robert Smith Everywhere GENERAL 12/30/2009
004 Branko Mamula Everywhere GENERAL 12/30/2009
005 Steve Larson Everywhere GENERAL 12/30/2009
006 Eleonora Hot Everywhere GENERAL 12/30/2009
007 Danira Nakic Everywhere GENERAL 12/30/2009
008 Drazen Petrovic Everywhere GENERAL 12/30/2009
009 Toni Kukoc Everywhere GENERAL 12/30/2009
010 Dino Radja Everywhere GENERAL 12/30/2009
011 Andro Knego Everywhere GENERAL 12/30/2009
Exit

2. If the **desktop fingerprint reader** is connected to the usb port, it will appear in the drop down Menu "Reader".
3. To enroll finger:

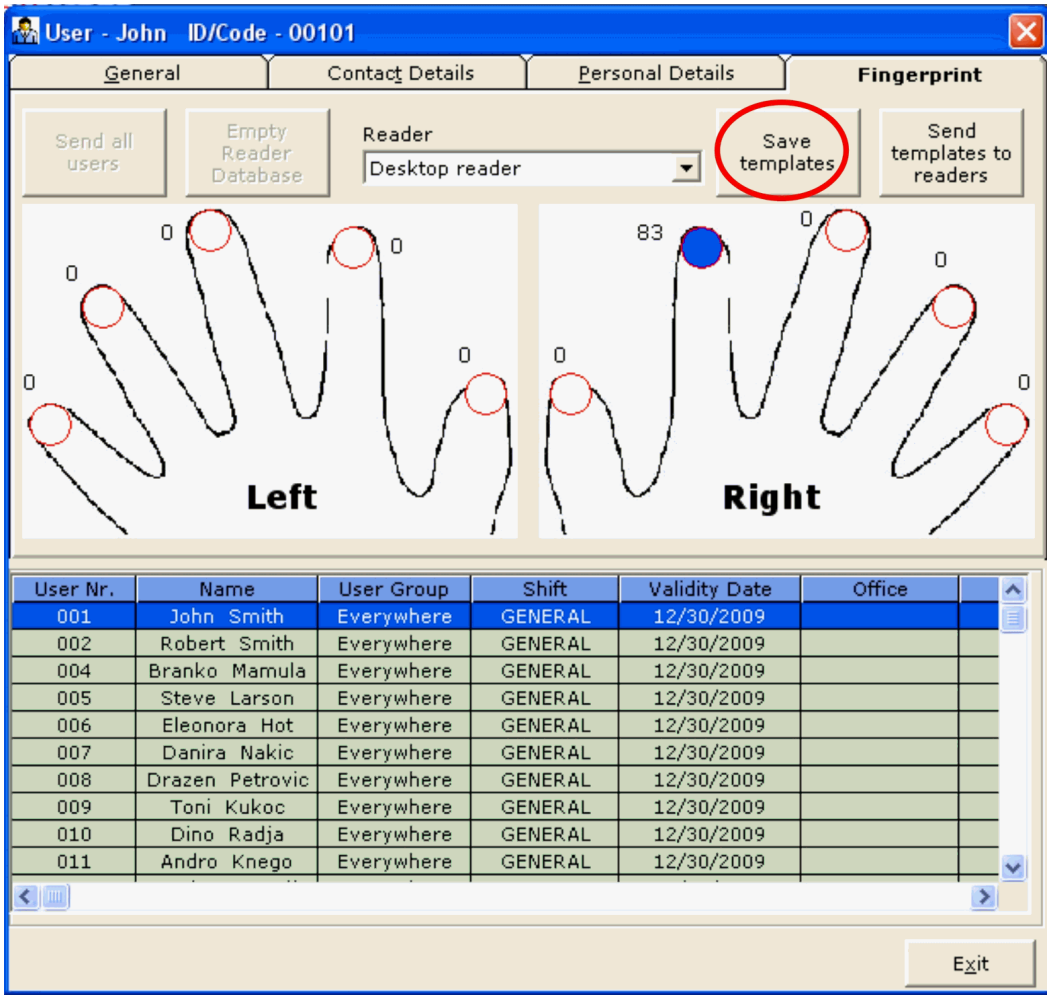
- First Select the User



- Place the cursor on the finger tip
- Right click on the mouse and select Enroll
- Present the corresponding finger on the Desktop Reader

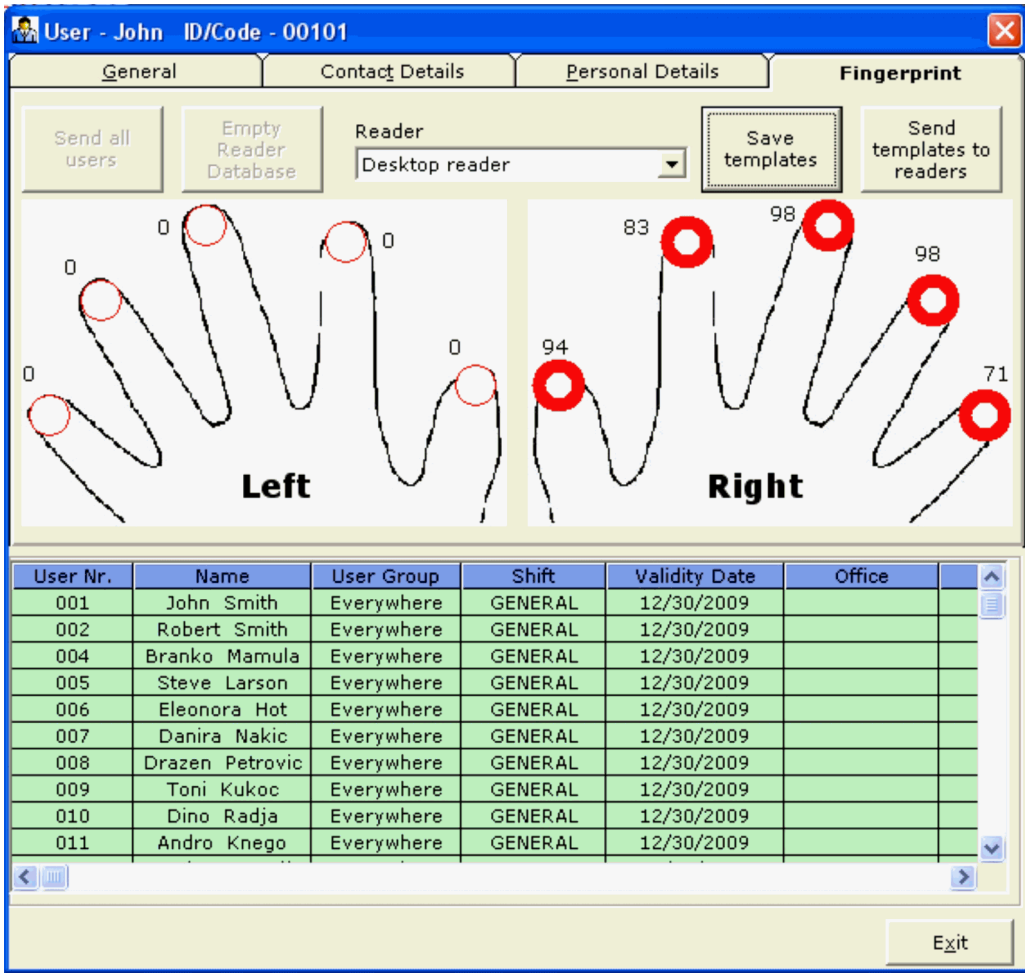


- After enrollment the fingertip becomes blue with percentage of enrollment success given beside. The same procedure can be done with the other fingers (10 at most) and they will all correspond to the same user code (wiegand code, given on the top of the window)



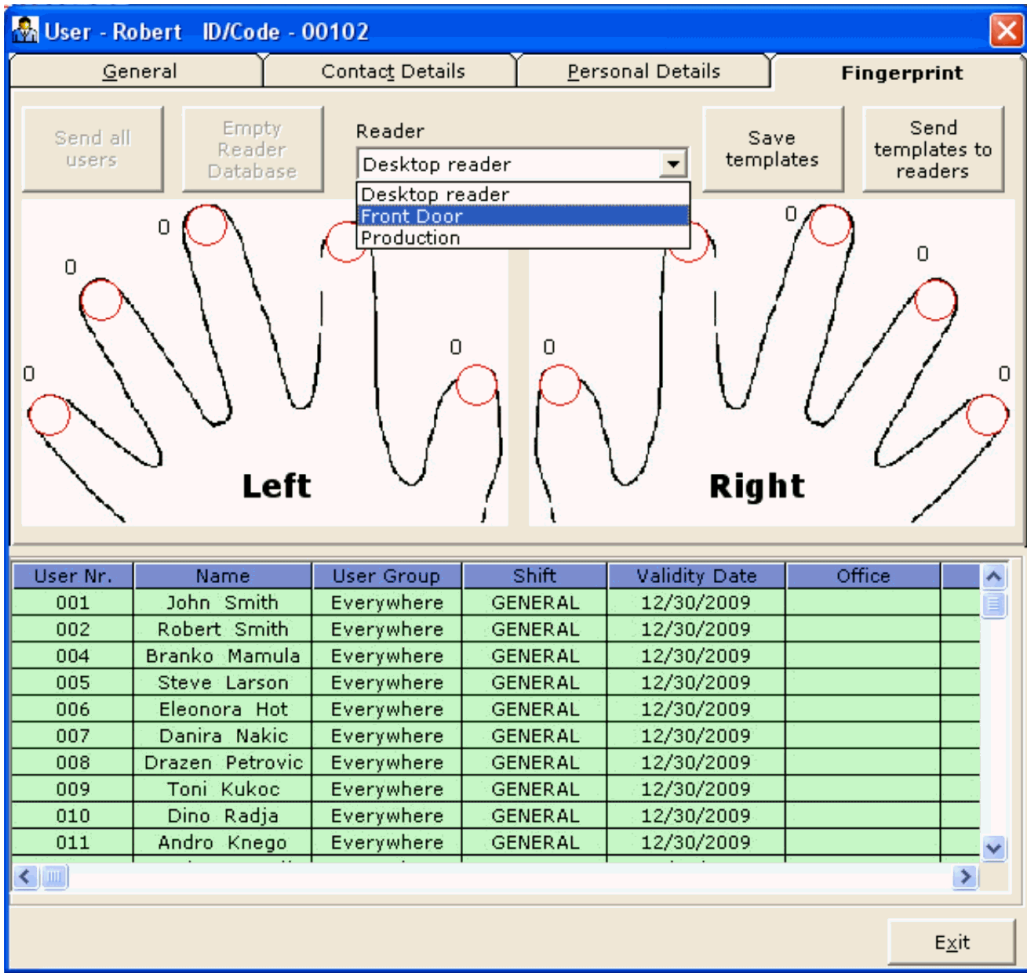
- Click save templates

- The enrolled fingers tips will become red



- Click "Send templates to Reader". The Templates will be sent to all readers that are configured in Fingerprint Readers

The enrollment can be done also from the readers that are connected to the controllers (O2LA and EW). In that case the Fingerprint Reader from which the enrollment will be done must be selected from the drop down menu "Reader".



To delete fingerprint of a user from PC Database:

- First select the user with already enrolled fingers.
- Right click on the fingertip and click "Delete", to delete the selected Finger Template, or "Delete All" to delete all Finger templates of the selected User.

To delete fingerprint of a single user from all the readers:

- Complete previous step "delete fingerprint of a user from PC Database"
- Click "Send templates to readers"

To delete all Finger templates in the readers

- Click on "Empty Reader database"

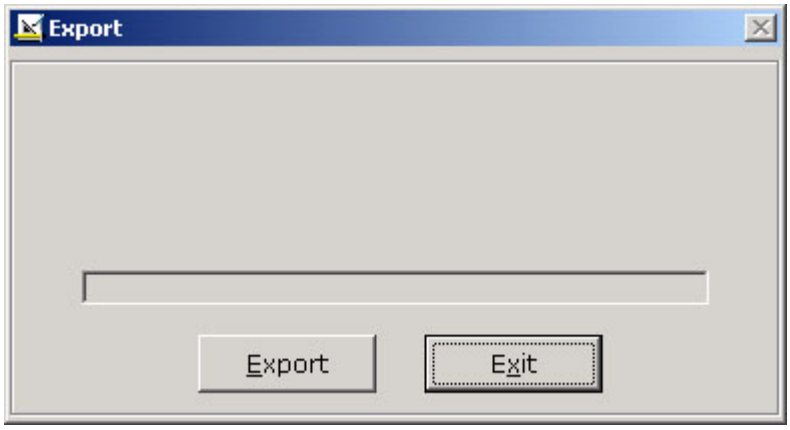
To send all Users Finger templates to all Fingerprint Readers

- Click on "Send all users"

Export

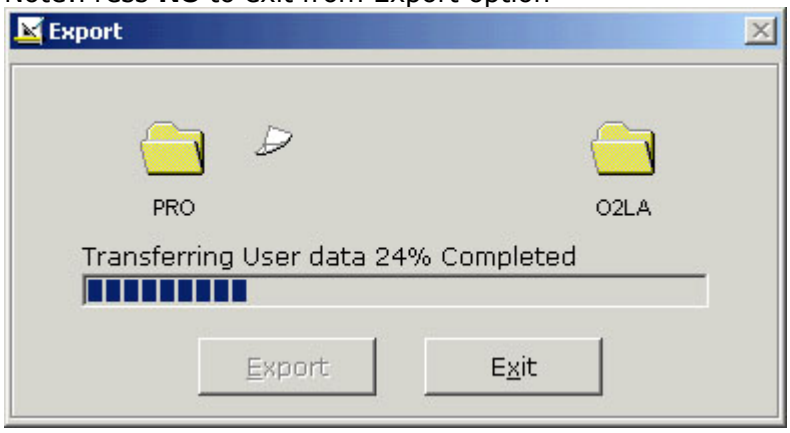
Export refers to the transferring of **Settings** from PC to the Controller. All the new settings will be effective only after successful completion of export.

1. Double click **Export** option and the following screen will be displayed.



Click **EXPORT** and the following screen will be displayed

Click **YES** button to transfer the settings from PC to Controller.
Note:Press **NO** to exit from Export option



After Successful Export, click Exit to come out of Export option.
Warning:

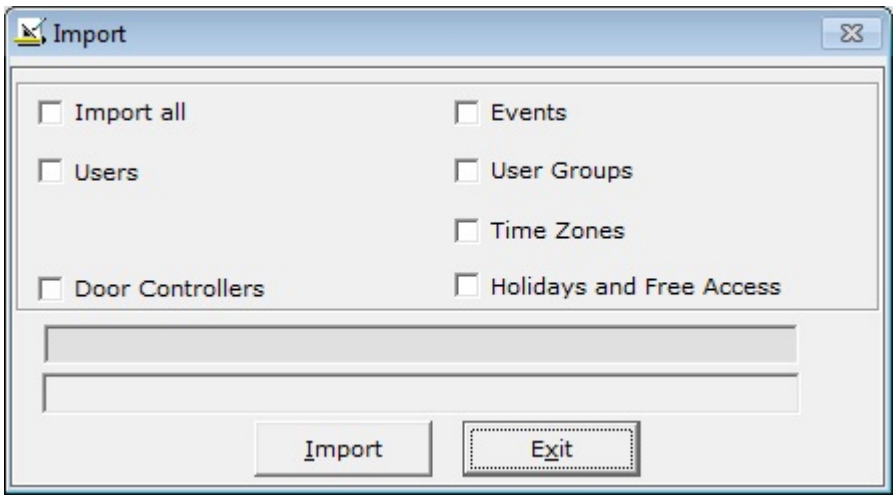
During the process of export, if too many online events are occurring it could result an error, hence try to do the export process when minimum online events are occurring.

The events occurred during the process of Export will not be displayed on the Online monitoring screen, but will be available in the events list after the export is complete.

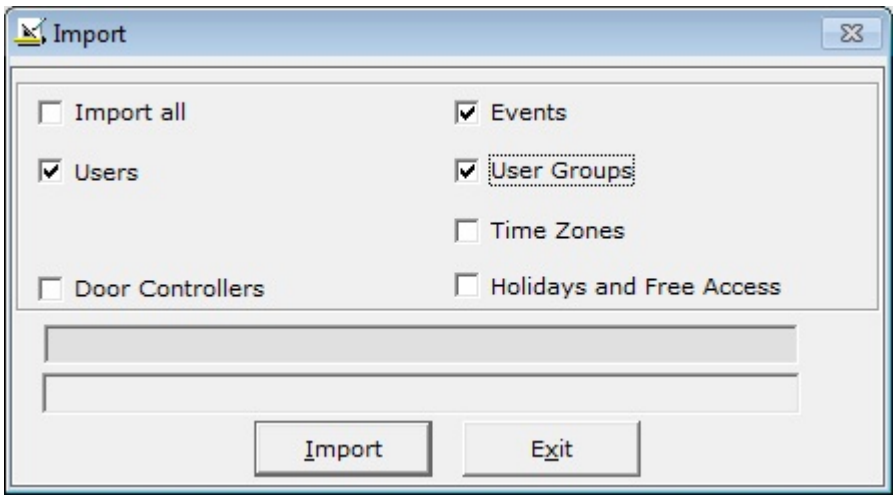
Import

Import function refers to the transmitting of Settings and / or Events from the O2LA controller to the PC.
Note: It is recommended to **Import** daily while **1st time login**, to get all the previous details of events that happened.

1.Double click **Import** option to display the following screen.



2.Check the required Settings or Events to be downloaded.
Note: Ensure that the PC is on-line (i.e connected and logged on to the O2LA controller)



4.click **IMPORT** and the following screen will be displayed

5.Click **YES** to import to start receiving data from the Controller and the following screen will appear.
Note: Click **No** to exit from Import

6.After successful Import, Click **Exit** to come out of Import option.

Warning:

During the process of import, if too many online events are occurring it could result an error, hence try to do the import process when minimum online events are occurring.

The events occurred during the process of Import will not be displayed on the Online monitoring screen, but will be available in the events list after the import is complete.

Operators Settings

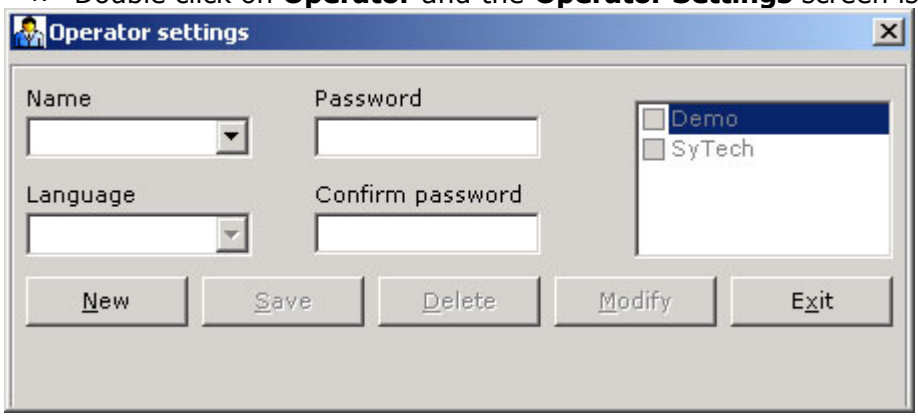
The PRO Lite gives a lot of flexibility to its users (i.e. PRO Lite users or Operators, as opposed to system users) different degrees of rights for different features.

Operators are personnel who are given different access rights to screens different functions in the PRO Lite software and assigned access to selected O2LA units only. The Administrator can create up to 10 of these Operators.

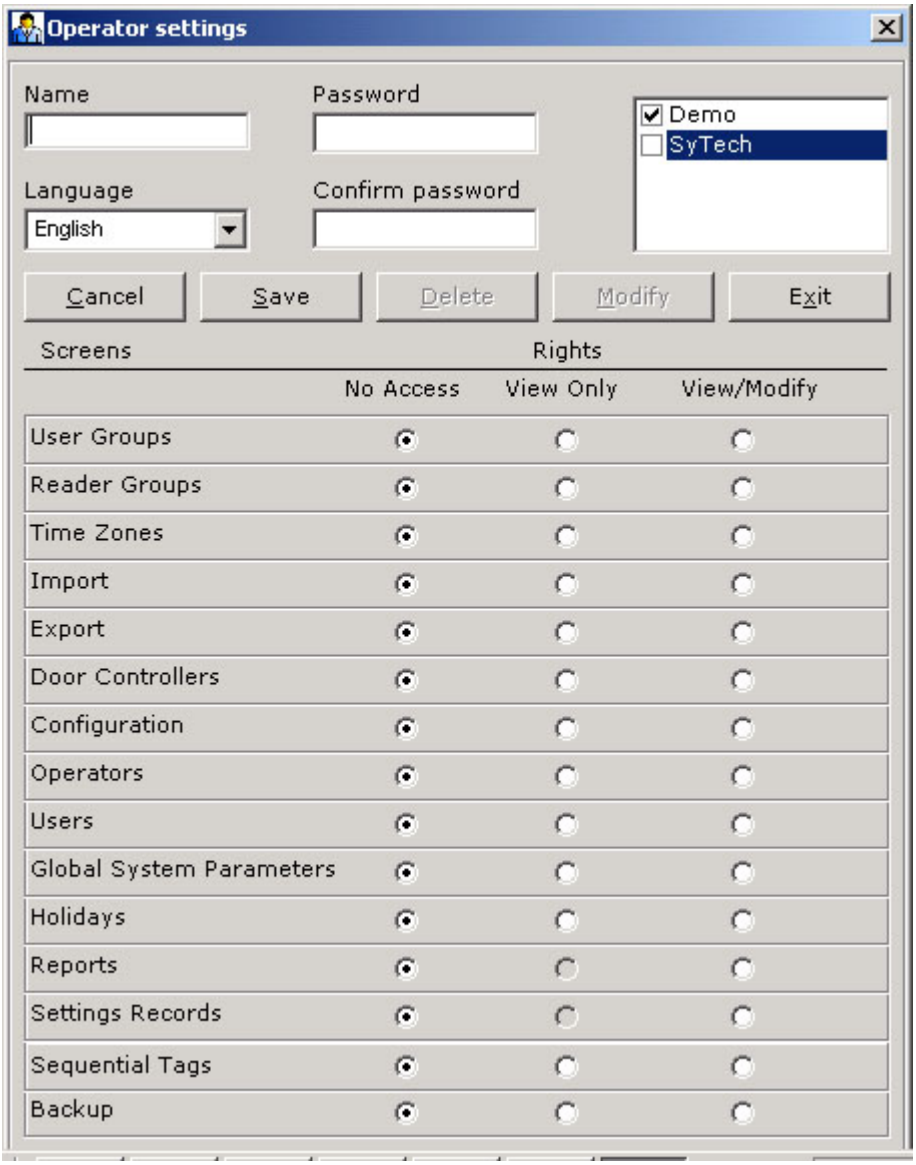
Warning:Operator rights pertaining to the PRO Lite do not, in any way, affect the rights for the Administrator and Engineer in the O2LA.

Tip:It is advised that the Administrator creates an Operator name and password for himself or herself, giving access to the screens which he / she uses for daily operation. Logging in as an Administrator (which is a very powerful position) is done only when access to screens of a higher security is required.

1. Double click on **Operator** and the **Operator Settings** screen is displayed as below:



2. Click **New** button to expand the screen.



3. Enter the Operator **Name (not more than 20 characters).**
4. Provide **Password** (minimum 5 and maximum 15 characters).
5. Re-enter the password to Confirm.

Warning:The password entered is case sensitive.

6. Select the O2LA units, which the Operator can access.
7. Select the language. This option ensures that when an Operator logs in, all the menus are in the language selected for that particular operator.

Tip: This is a powerful feature because, on the same PRO Lite installation, Operator A logging in will have menus in one language and Operator B logging in will have menus in a different language.

6. Set the Access Rights for each screen.
   - No Access: No access for the Operator for the corresponding screen.
   - View Only: Operator can only View the corresponding screen and no modifications can be done.
   - View/Modify: Operator can View and Modify the corresponding screen.

Note: Operators screen specifies access rights only to the **PRO Lite software**. The O2LA programming rights are specified in the O2LA itself.

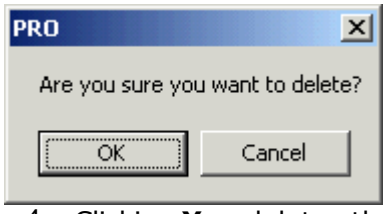
8. Click **Save** to save the New Operator Settings. As a security precaution, Operators' names are not displayed in the **Tree menu**.

Modify Operator

9. Double click Operators option.
10. In the screen displayed, select the Operator name from the **Name** drop down.
11. Click **Modify** button and modify the settings as required.
12. Click **Change password** button to change the **Operator's** password.
13. Click **Update** button to Update the modifications.

Delete Operator

14. Double click Operators option.
15. In the screen displayed, select the Operator name from the **Name** drop down.
16. Click **Delete** button.



4. Clicking **Yes** deletes the selected Operator.

Reports

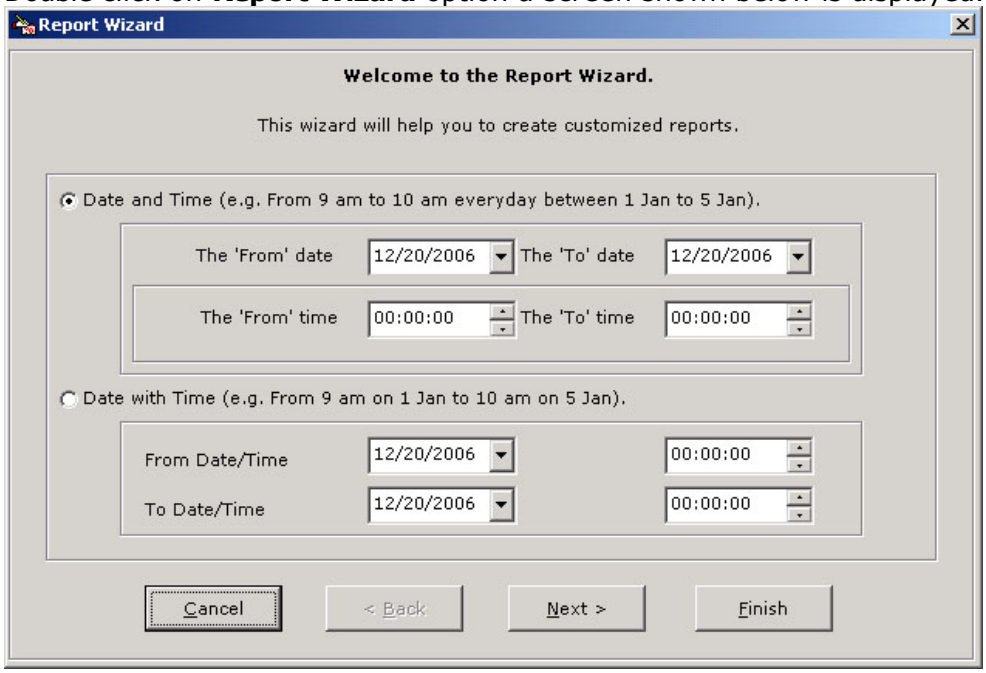
Double click **Reports** in the **Tree structure** to see a set of standard reports, and a **Wizard** to create customized reports. The following choices will be visible in the Tree menu:

- Report Wizard
- Events Report
- Graphical Report
- Saved Reports
- Tag Details Report
- First/Last events
- Evacuation Reports
- Last reader used

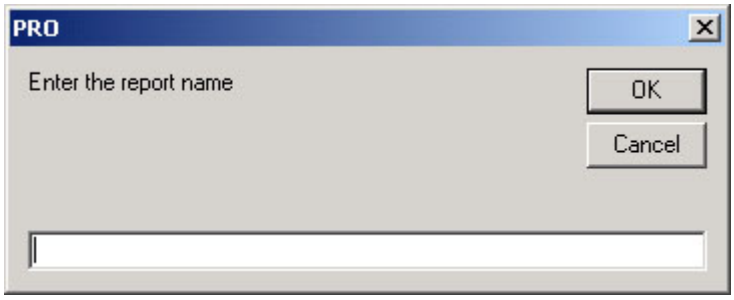
Report Wizard

The Report Wizard is a user-friendly procedure for creating **customizedreports** of **events**, which is related to the **User**. The Report Wizard consists of **6 steps** with **Finish button** in each step.

Double click on **Report Wizard** option a screen shown below is displayed.



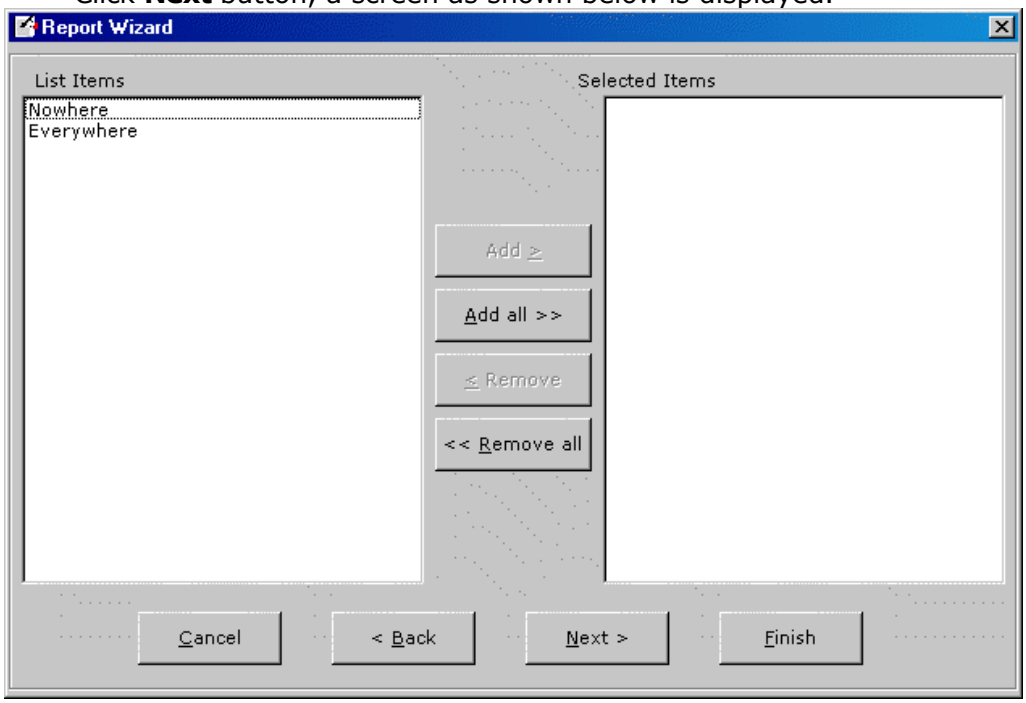
Select the Date and Time period, for which the events report is required.
For a Report with all the **events** occurred within the selected **Time period**, click **Finish button**.



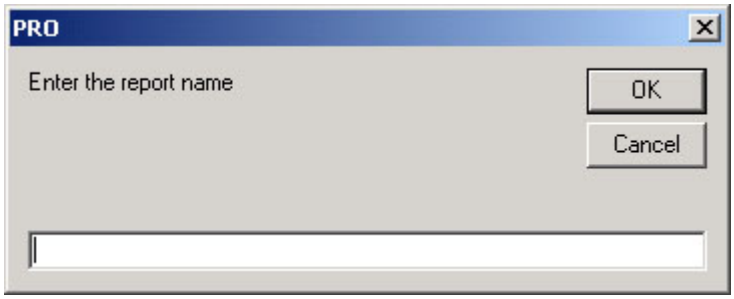
Enter the **Report name** to be displayed in the Report and click **Ok** button, to view the Corresponding report.

Or

1. Click **Next** button, a screen as shown below is displayed.



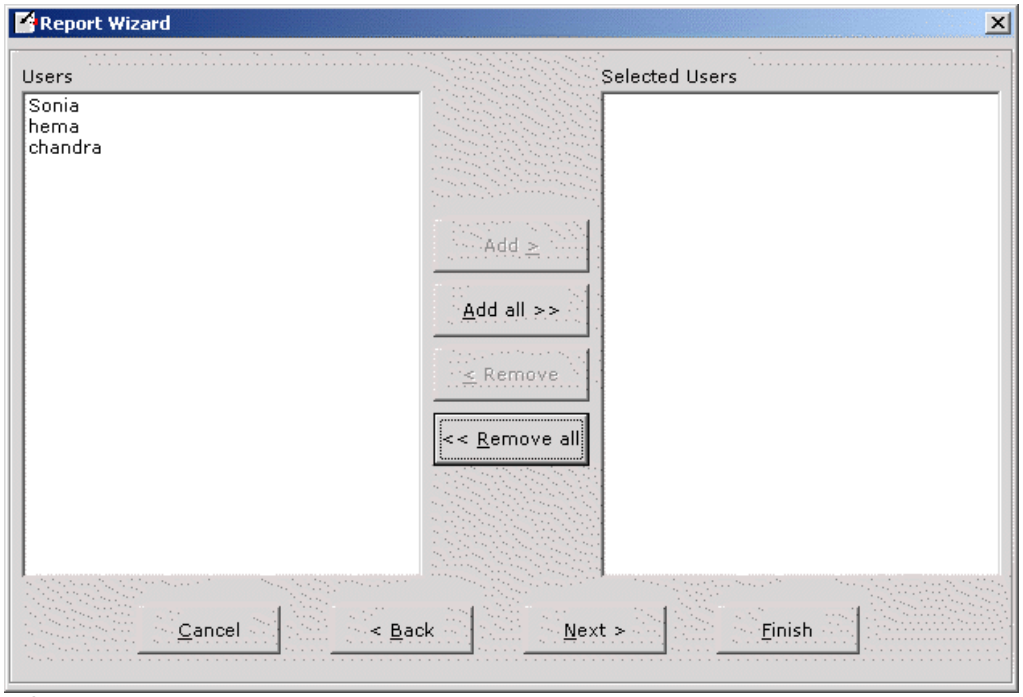
2. Select the **User groups** and click **Add** button.
3. For a Report with all the events for the selected **User groups** and **Time period**, Click **Finish** button.



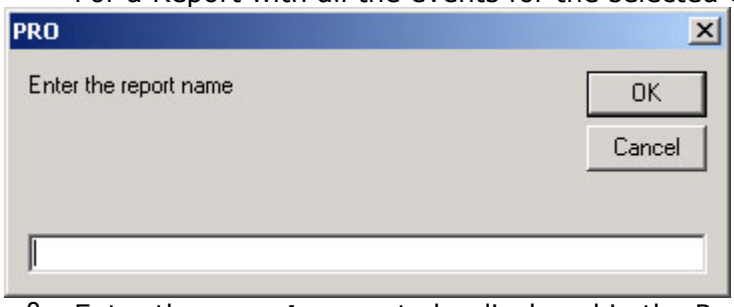
4. Enter the **report name** to be displayed in the Report and click **Ok** button, to view the Corresponding report.

Or

5. Click **Next** button, a screen as shown below is displayed.



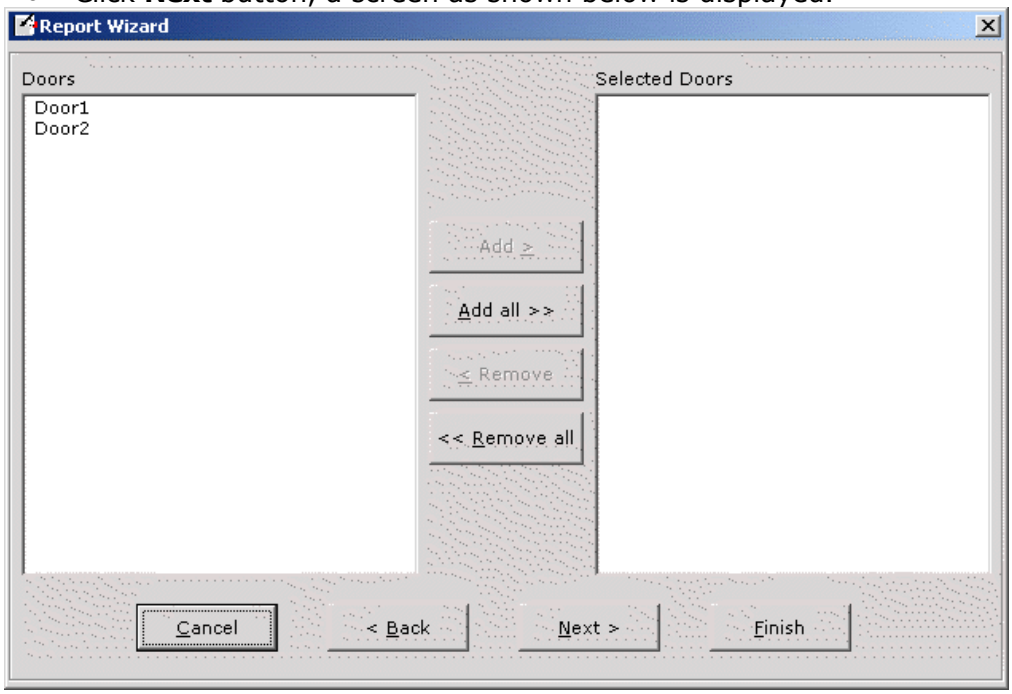
6. Select the **Users** and click **Add** button.
7. For a Report with all the events for the selected **Users** and **Time period**, Click **Finish** button.



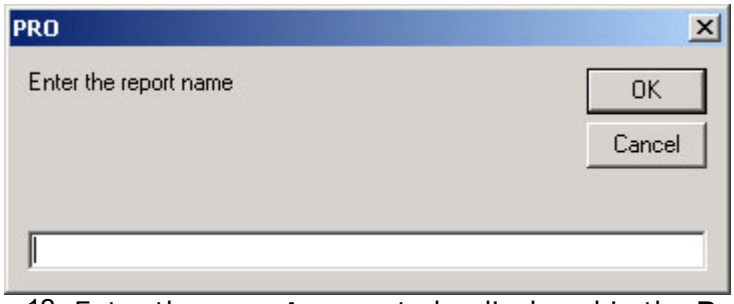
8. Enter the **report name** to be displayed in the Report and click **Ok** button, to view the Corresponding report.

Or

9. Click **Next** button, a screen as shown below is displayed.



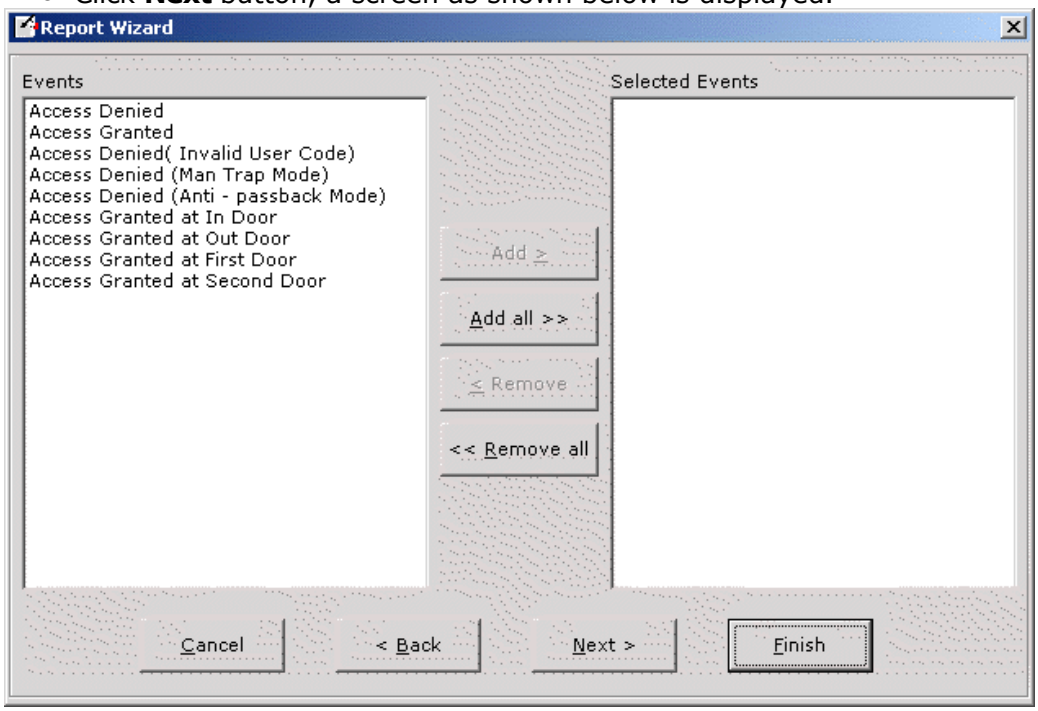
10. Select the **Doors** and click **Add** button.
11. For a report with all the events corresponding to the selected **Doors**, **Users** and **Time period**, click **Finish** button.



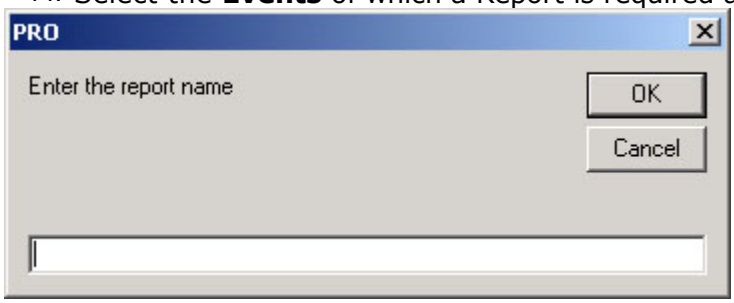
12. Enter the **report name** to be displayed in the **Report** and click **Ok** button, to view the Corresponding report.

Or

13. Click **Next** button, a screen as shown below is displayed.



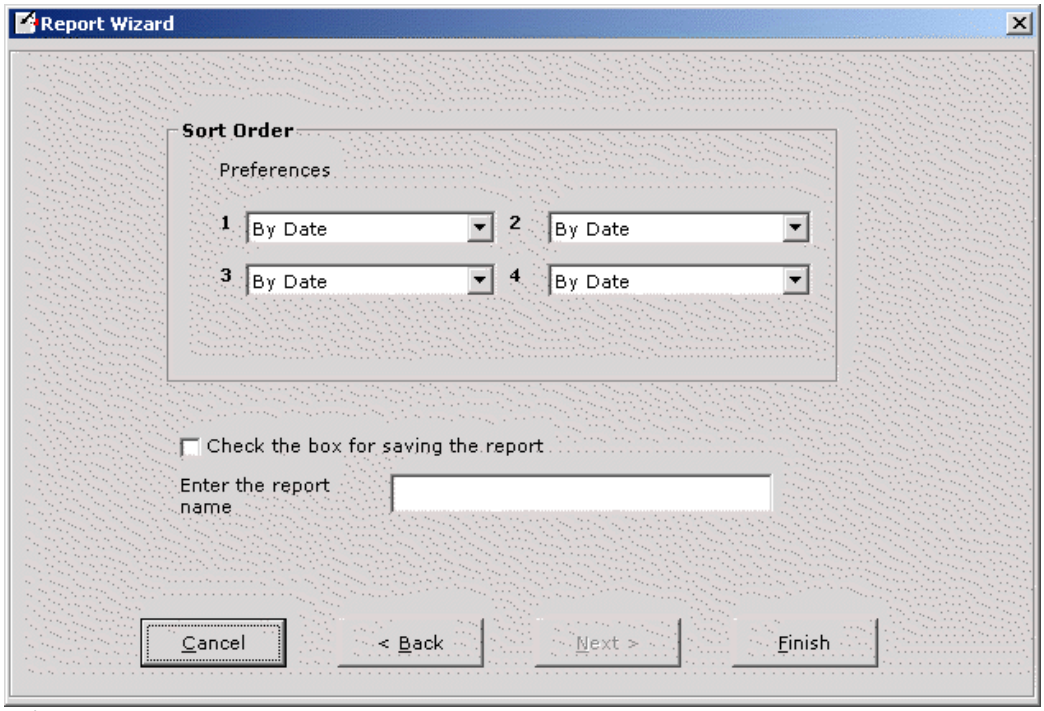
14. Select the **Events** of which a Report is required and click **Finish** button.



15. Enter the **report name** to be displayed in the Report and click **Ok** button, to view the Corresponding report.

Or

16. Click **Next** button, a screen as shown below is displayed.



17. Select the **Sort order**, in which the events displayed in the Report have to be sorted.
18. Enter the Report name.
19. If the **Report** is to be **saved**, select **Check the box for saving the report** option.
20. Click **Finish** button to view the Final report.]

Note:

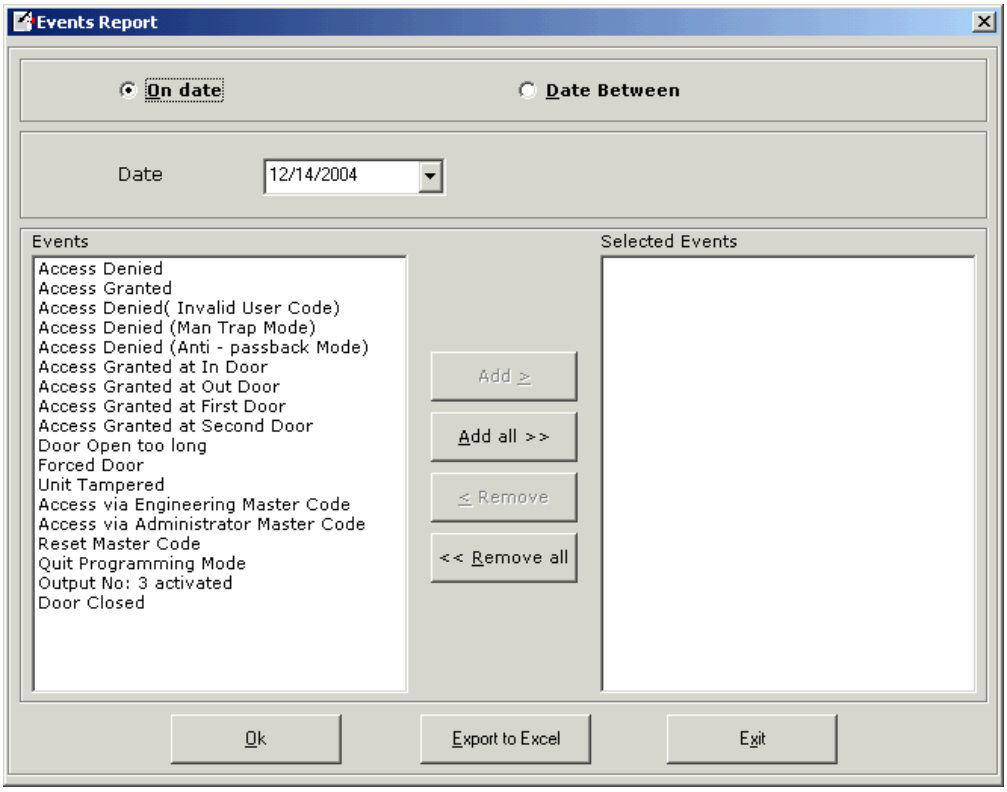
At any stage, click **Cancel** button to come out of **Report Wizard**.

At any stage, click **Back** button to get back to **previous step**.

Events Report

This option is used to generate Events report of selected type of events occurred on a particular date or between two dates.

Double click on Events Report option, a screen as shown below is displayed listing all Possible type of Events.



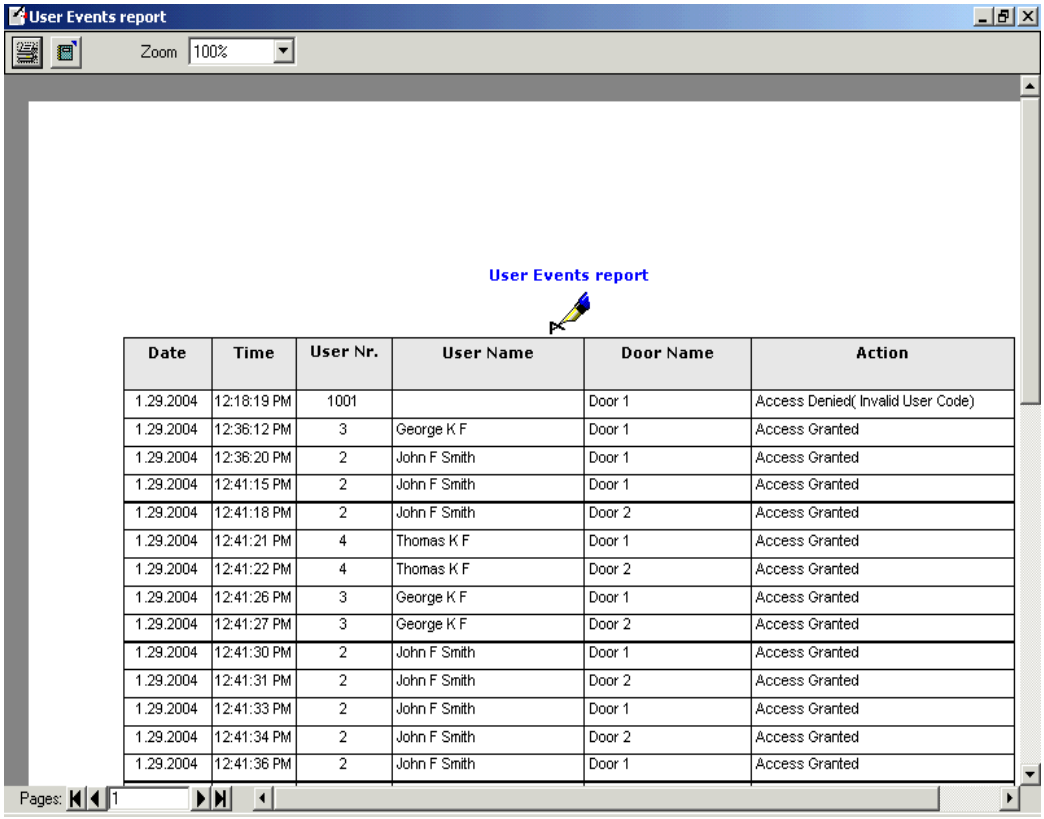
1. Select On Date radio button.
2. Select the **Date** of which the Events report is required.

Or

3. Select **Date between** radio button.
4. Select the **From** and **To date** between which the Events report is required.
5. From the **Events list**, select the type of Events.
6. Click **Add** button.

Or

7. Click **Add all** button to add all the Events present under Events list to Selected Events list.
8. Click **Remove** button to remove a selected Event from the Selected Events list.
9. Click **Remove all** button to remove all the events from the Selected Events list.
10. Click **Ok** button, Events Report for the selections made is displayed. A sample events report is shown below.



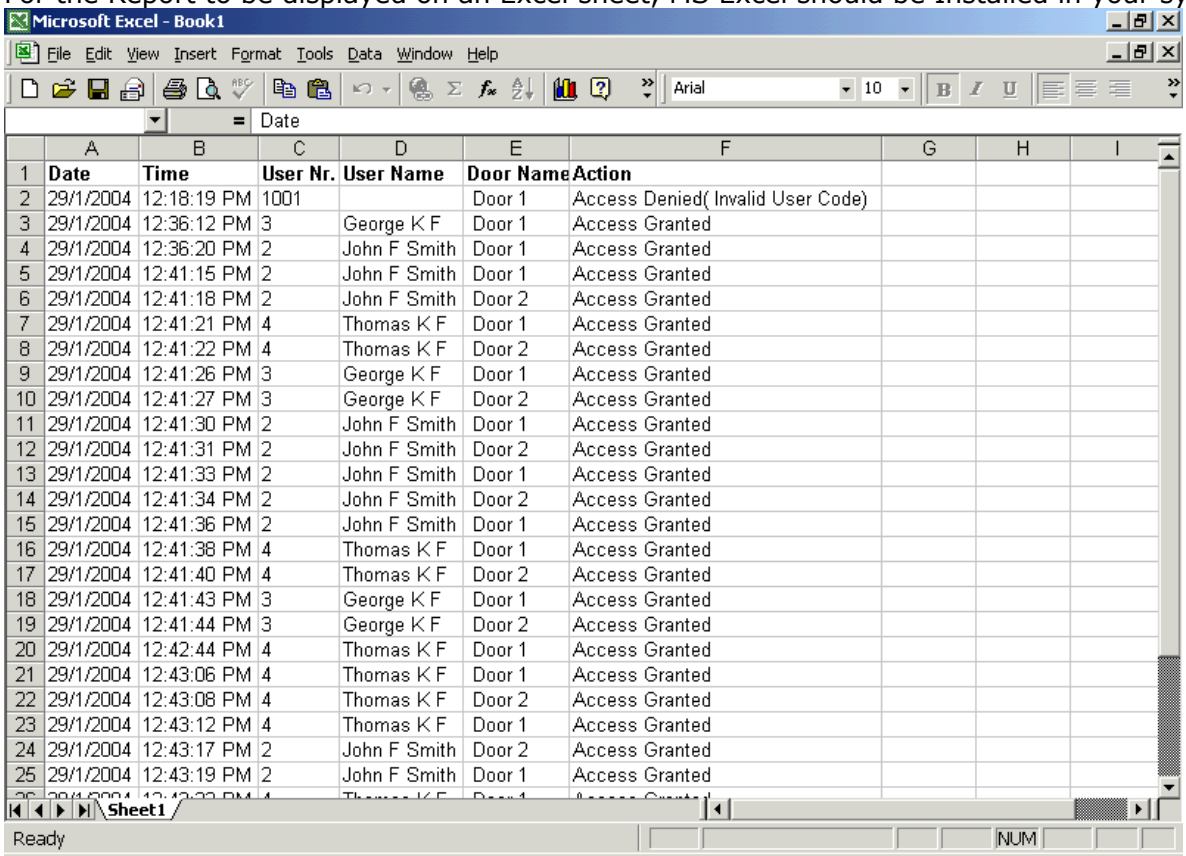
Date	Time	User Nr.	User Name	Door Name	Action
1.29.2004	12:18:19 PM	1001		Door 1	Access Denied(Invalid User Code)
1.29.2004	12:36:12 PM	3	George K F	Door 1	Access Granted
1.29.2004	12:36:20 PM	2	John F Smith	Door 1	Access Granted
1.29.2004	12:41:15 PM	2	John F Smith	Door 1	Access Granted
1.29.2004	12:41:18 PM	2	John F Smith	Door 2	Access Granted
1.29.2004	12:41:21 PM	4	Thomas K F	Door 1	Access Granted
1.29.2004	12:41:22 PM	4	Thomas K F	Door 2	Access Granted
1.29.2004	12:41:26 PM	3	George K F	Door 1	Access Granted
1.29.2004	12:41:27 PM	3	George K F	Door 2	Access Granted
1.29.2004	12:41:30 PM	2	John F Smith	Door 1	Access Granted
1.29.2004	12:41:31 PM	2	John F Smith	Door 2	Access Granted
1.29.2004	12:41:33 PM	2	John F Smith	Door 1	Access Granted
1.29.2004	12:41:34 PM	2	John F Smith	Door 2	Access Granted
1.29.2004	12:41:36 PM	2	John F Smith	Door 1	Access Granted

11. Click **Export to Excel** button, Events Report for the selections made is displayed on an excel sheet.

Note:

The password to edit the Excel sheet is “admin”.The password can also be changed using the password change option given in MS Excel.

For the Report to be displayed on an Excel sheet, MS Excel should be Installed in your system.

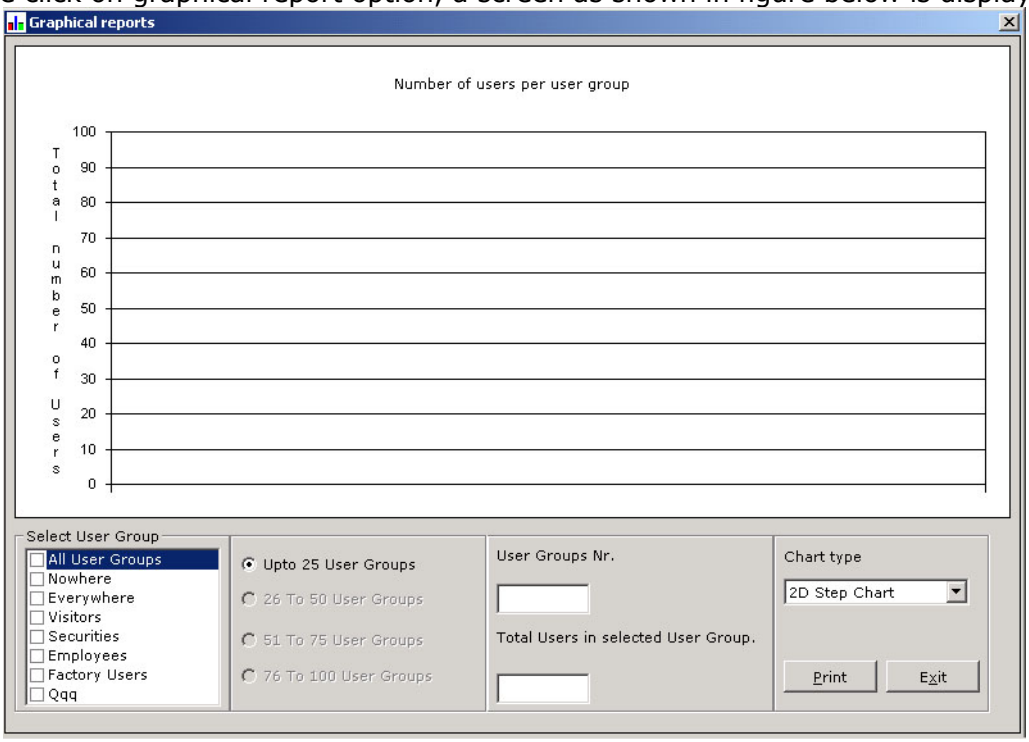


	A	B	C	D	E	F
1	Date	Time	User Nr.	User Name	Door Name	Action
2	29/1/2004	12:18:19 PM	1001		Door 1	Access Denied(Invalid User Code)
3	29/1/2004	12:36:12 PM	3	George K F	Door 1	Access Granted
4	29/1/2004	12:36:20 PM	2	John F Smith	Door 1	Access Granted
5	29/1/2004	12:41:15 PM	2	John F Smith	Door 1	Access Granted
6	29/1/2004	12:41:18 PM	2	John F Smith	Door 2	Access Granted
7	29/1/2004	12:41:21 PM	4	Thomas K F	Door 1	Access Granted
8	29/1/2004	12:41:22 PM	4	Thomas K F	Door 2	Access Granted
9	29/1/2004	12:41:26 PM	3	George K F	Door 1	Access Granted
10	29/1/2004	12:41:27 PM	3	George K F	Door 2	Access Granted
11	29/1/2004	12:41:30 PM	2	John F Smith	Door 1	Access Granted
12	29/1/2004	12:41:31 PM	2	John F Smith	Door 2	Access Granted
13	29/1/2004	12:41:33 PM	2	John F Smith	Door 1	Access Granted
14	29/1/2004	12:41:34 PM	2	John F Smith	Door 2	Access Granted
15	29/1/2004	12:41:36 PM	2	John F Smith	Door 1	Access Granted
16	29/1/2004	12:41:38 PM	4	Thomas K F	Door 1	Access Granted
17	29/1/2004	12:41:40 PM	4	Thomas K F	Door 2	Access Granted
18	29/1/2004	12:41:43 PM	3	George K F	Door 1	Access Granted
19	29/1/2004	12:41:44 PM	3	George K F	Door 2	Access Granted
20	29/1/2004	12:42:44 PM	4	Thomas K F	Door 1	Access Granted
21	29/1/2004	12:43:06 PM	4	Thomas K F	Door 1	Access Granted
22	29/1/2004	12:43:08 PM	4	Thomas K F	Door 2	Access Granted
23	29/1/2004	12:43:12 PM	4	Thomas K F	Door 1	Access Granted
24	29/1/2004	12:43:17 PM	2	John F Smith	Door 2	Access Granted
25	29/1/2004	12:43:19 PM	2	John F Smith	Door 1	Access Granted

12. Click **Exit** button to come out of **Events Report** option.

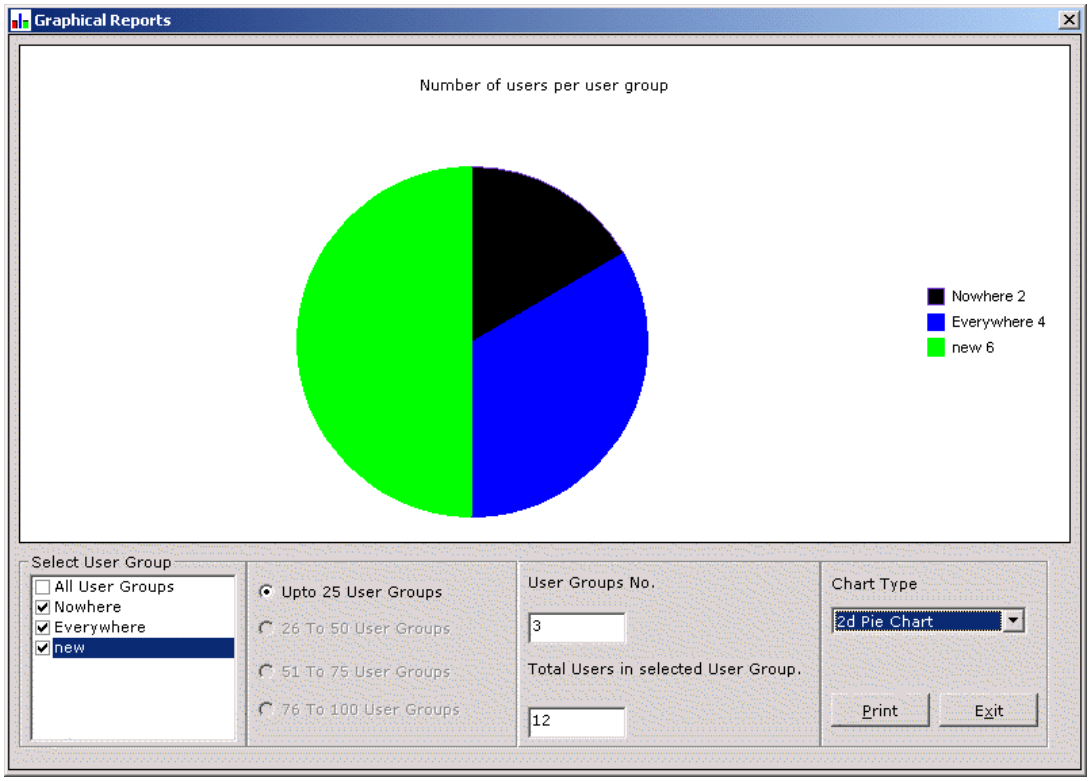
Graphical Report

This option is used to generate a Graphical report of Total number of Users in selected User Groups. Double click on graphical report option, a screen as shown in figure below is displayed.



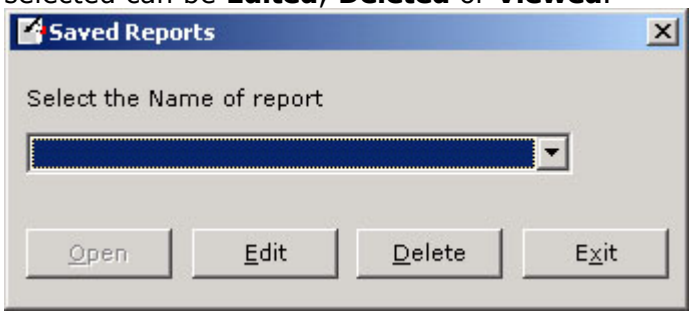
1. Select the **User Group range** between which the Graphical report is required.
   - Upto 25 User Groups
   - 26 to 50 User Groups
   - 51 to 75 User Groups
   - 76 to 100 User Groups
2. Based on the **User Group range selected**, the User Groups are displayed for selection.
3. Select the **Chart type** to generate the Graphical report.
   - 2d Combination chart
   - 2d Bar chart
   - 2d Line chart
   - 2d Area chart
   - 2d Step chart
   - 2d Pie chart
4. Select the **User Groups** for which the Graphical report is required.
5. Based on the User Groups selected, the **User Group No** and **Total Users** in selected User Group will be displayed.
6. Click **Print button** to take a Print out of the Graphical report generated.
7. Click **Exit button** to come out of Graphical report option.

A Graphical report generated using 2d Pie chart is shown below.



Saved Report

This option lists out all the **Reports Generated** and **Saved** in **Report Wizard** option. The report selected can be **Edited**, **Deleted** or **Viewed**.

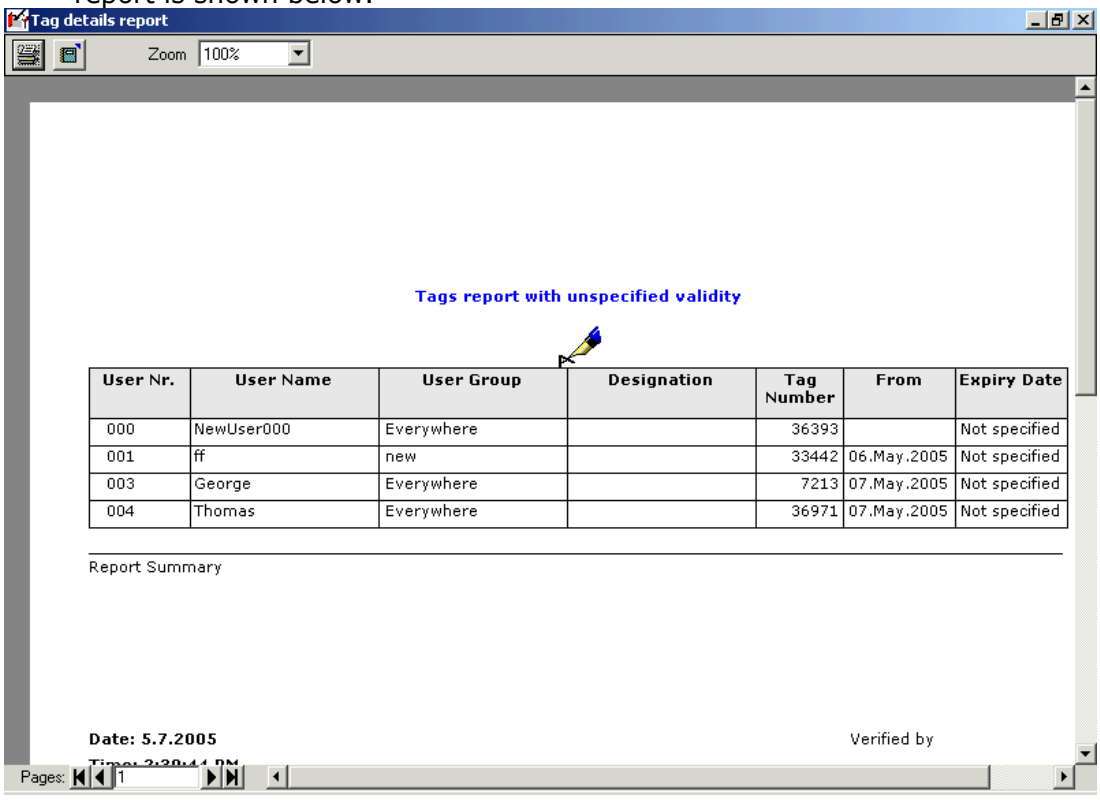


1. Select the **Report** from drop down.
2. Click **Open** button to view the selected Report.
3. Click **Edit** button to change the parameters selected for Report generation.
4. Click **Delete** button to delete the selected Report.
5. Click **Exit** button to come out of **Saved Reports** option.

Tag Details Report

Through this option you can generate **Tag details reports** for the Categories listed in the figure below.
Double click on **Tag Details Report** option, a screen as shown below is displayed.

1. Select the Category of which the Tag details report is required.
2. Click Ok button, the corresponding Tag details report is displayed. A sample of Tag details report is shown below.


Tag details report
Zoom 100%
Tags report with unspecified validity
User Nr. | User Name | User Group | Designation | Tag Number | From | Expiry Date
000 | NewUser000 | Everywhere | | 36393 | | Not specified
001 | ff | new | | 33442 | 06.May.2005 | Not specified
003 | George | Everywhere | | 7213 | 07.May.2005 | Not specified
004 | Thomas | Everywhere | | 36971 | 07.May.2005 | Not specified
Report Summary
Date: 5.7.2005
Verified by
Pages: 1

First/Last Event Report

The First/Last Event Report displays the time difference between First and Last user used his tag on any reader.
This can be used in many cases to calculate how long user was in the building.
This does not cover night shift!

First-Last event in day report
Select range
September 2007
Mon Tue Wed Thu Fri Sat Sun
27 28 29 30 31 1 2
3 4 5 6 7 8 9
10 11 12 13 14 15 16
17 18 19 20 21 22 23
24 25 26 27 28 29 30
1 2 3 4 5 6 7
Today: 10/28/2007
Select user
All
Report
Exit

1. Click buttons at month title to select month.
2. Drag mouse from start date to end date.
3. Select from list box user wanted on report or "All" for report on all users.
4. Click Report button to view the First/Last Event Report.

A Sample of the First/Last Event Report is shown below.

First/Last event in day report for All
from 9/4/2007 to 9/28/2007

Alexis

First event	First event	Last event	Difference
Tuesday, 09/04/2007	09:06	20:51	11:44
Wednesday, 09/05/2007	09:15	15:06	05:50
Thursday, 09/06/2007	09:00	22:57	13:56
Friday, 09/07/2007	08:49	22:26	13:37
Saturday, 09/08/2007	03:40	3:41	00:00
Sunday, 09/09/2007	16:10	18:35	02:24
Monday, 09/10/2007	09:00	14:59	05:59
Tuesday, 09/11/2007	09:11	20:37	11:26
Wednesday, 09/12/2007	11:11	22:54	11:43
Thursday, 09/13/2007	11:17	16:21	05:04
Friday, 09/14/2007	00:34	15:54	15:19
Sunday, 09/16/2007	02:31	18:39	16:07
Monday, 09/17/2007	15:51	19:34	03:42
Tuesday, 09/18/2007	08:43	15:40	06:56
Wednesday, 09/19/2007	16:55	22:10	05:14
Thursday, 09/20/2007	17:01	17:52	00:51
Friday, 09/21/2007	02:03	16:01	13:57
Saturday, 09/22/2007	09:18	21:07	11:49
Sunday, 09/23/2007	18:58	19:09	00:11
Monday, 09/24/2007	15:23	15:23	00:00
Wednesday, 09/26/2007	14:09	16:58	02:49
Thursday, 09/27/2007	15:31	16:31	00:59
Friday, 09/28/2007	00:07	23:55	23:48

Evacuation Report

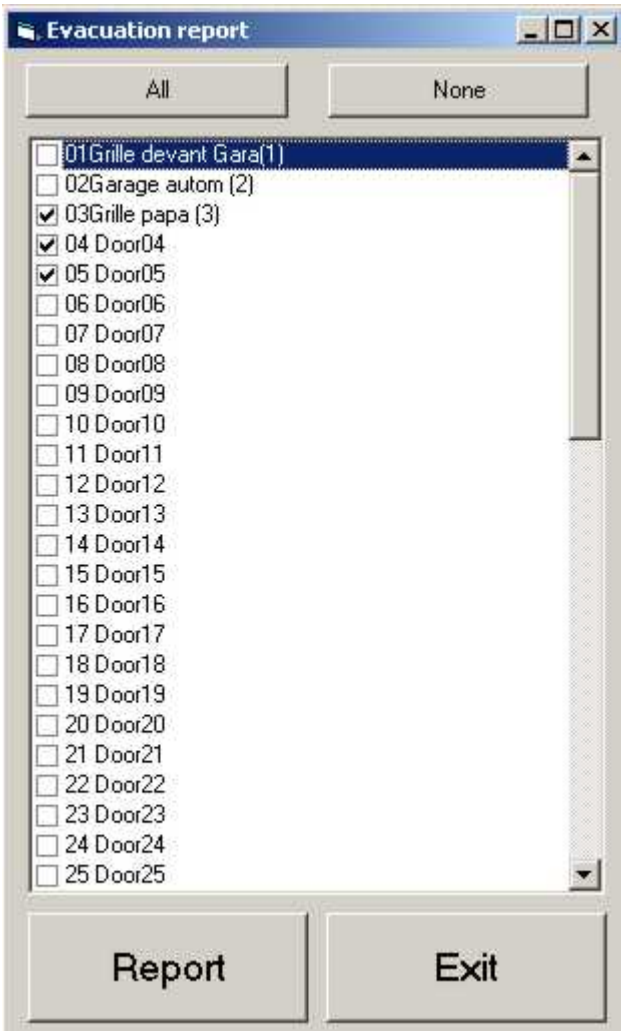
Evacuation report is report grouped by door (reader) showing the last entry (or exit) of each key holder.
In this way can be assumed key holders current location.
For each key holder is displayed emergency related data:

- Name
- Blood group
- Time of last entry
- Office phone
- Mobile phone
- Allergies
- Emergency contact number, person and address

This report does not necessarily contain correct, up-to date information.
Key Holders can tail-gate through open doors, give keys to other people and various practices which make it unwise for anyone to rely totally on this report

Last Reader Used Report

The Last Reader Used Report displays the Users with last event on specific reader.
Report can help finding out who is at this moment anywhere in building (Parts protected with readers)



1. Click "All" button to select all readers.
2. Click "None" to clear selection.
3. Click "Report" button to view the Last Reader Used Report.

A Sample of the Last Reader Used Report is shown below.

Last reader used

Door02

3/20/2006 7:06:45 PM	NewUser002
10/30/2005 7:46:32 AM	NewUser010

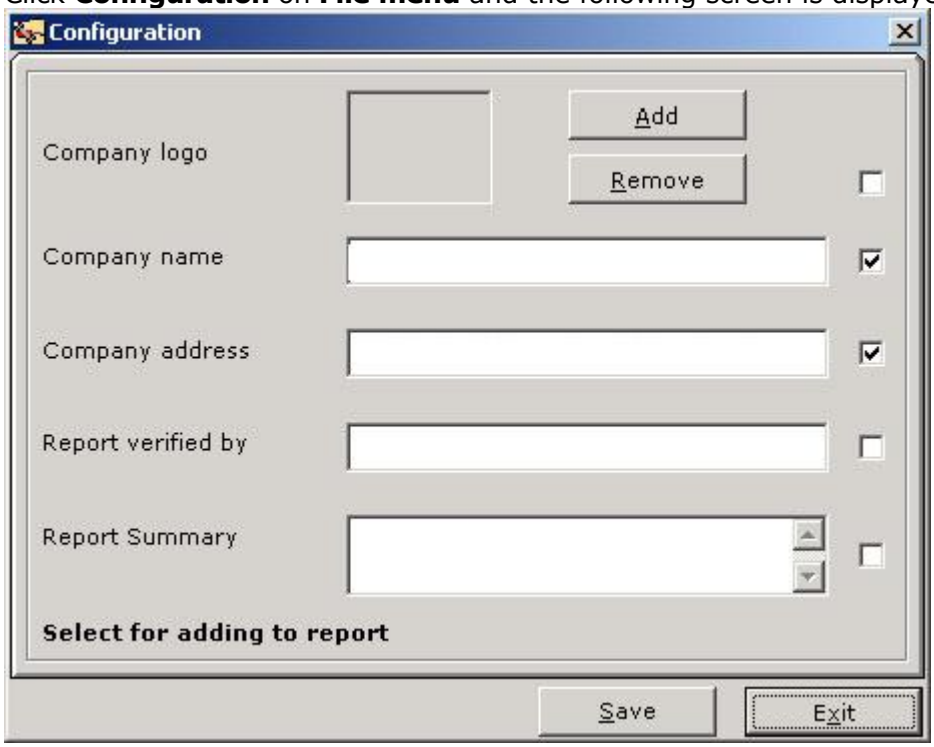
Garage autom (2)

10/2/2007 8:30:25 AM	NewUser000
9/28/2007 3:45:41 PM	NewUser003
10/2/2007 10:09:41 AM	Suz badge
10/1/2007 6:41:56 PM	Alexis
10/2/2007 8:25:43 AM	Fredo
8/5/2007 3:54:43 PM	NewUser017
10/1/2007 4:14:57 PM	NewUser018
10/2/2007 9:06:03 AM	NewUser020
9/24/2007 6:16:49 PM	NewUser023

Menu Bar Operation

Configuration

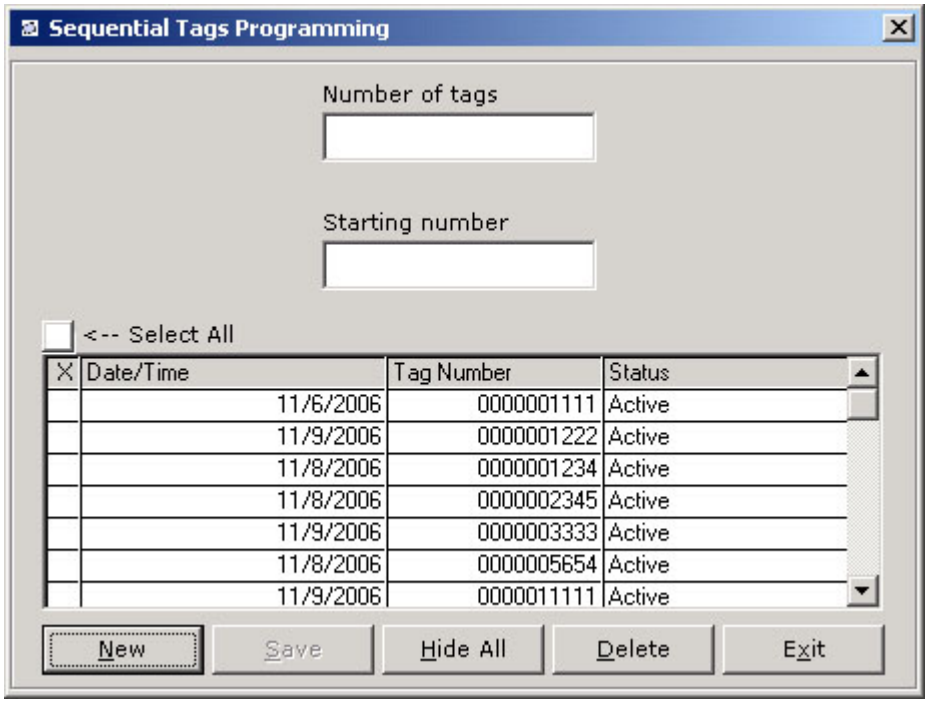
Through this option the Company details and other details that has to be displayed in the Reports is to be entered.
Click **Configuration** on **File menu** and the following screen is displayed:



1. Click **Add** button and select the **Company Logo** from the path saved.
2. To Remove the Company logo added, Click **Remove button**.
3. Enter the Company name and Address.
4. Enter the details like Report Verified by and Report Summary to be displayed in the report.
5. By checking the checkbox corresponding to the details entered, select the details to be displayed in the Report.
6. Click **Save** button to save the Configuration details entered.

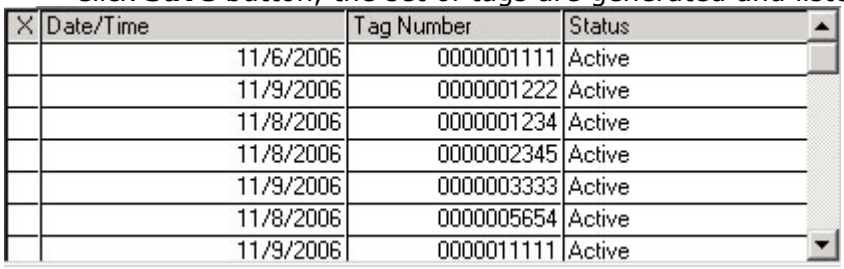
Sequential Tags

Through this option, Tag numbers can be generated sequentially. It Saves time and effort of entering hundreds of numbers manually. The numbers generated here can be assigned to Users in User details screen (Users Option).
Click Sequential tags on File menu and the following screen is displayed.



To Generate a Set of Tags

1. Click **New** button.
2. Enter the number of Tags to be generated.
3. Enter the Starting number of the Tags to be generated.
4. Click **Save** button, the set of tags are generated and listed in a table.



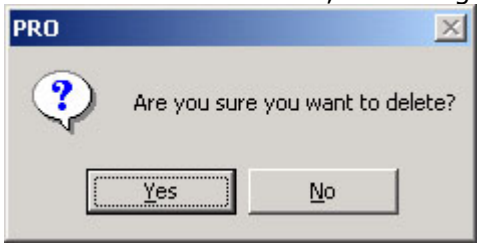
Tag numbers list

5. If the set of tags are already present, message as "Created 0 Tags " is displayed.
   Note: A maximum of 1000 tags can be generated.
6. Click Hide all to hide the Tag number list.
7. Click View all to view the Tag number list.

To Delete Tag numbers

8. In the Tag numbers list, Click and select the Tag numbers to be deleted.

2. To select all the Tag numbers, click on Select all checkbox.
3. Click Delete button, a message as shown below is displayed.

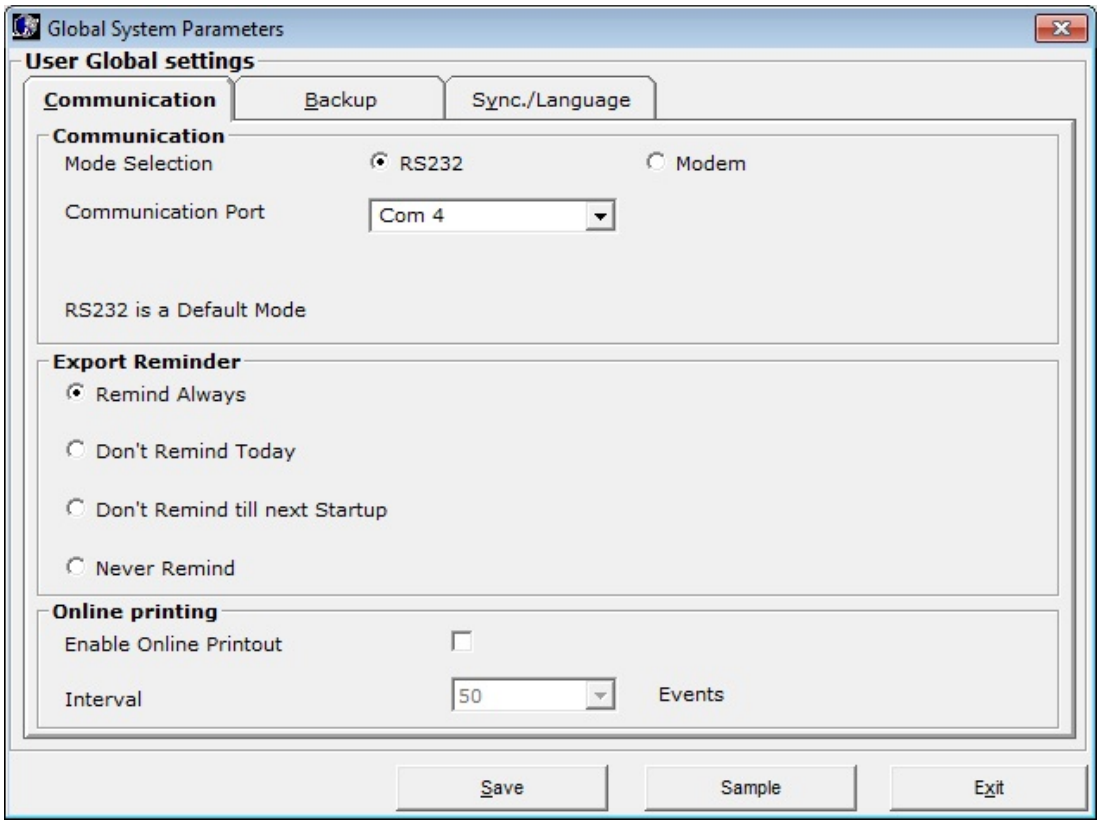


4. Click Yes to Delete.

Note: The tag numbers whose status is active (assigned to an User) cannot be deleted.

Global System Parameters

A number of options for configuring the system to suit individual preferences are given on this screen.
There are four tabs follows in details:



Communication Settings

Here the selections of Communication mode, Communication Port, Export Reminder and Online Printing can be done.

1. Select the Communication mode (RS232 or Modem) for communication between O2LA and PC.
2. Select the **Communication port.**

Note: O2LA Pro automatically recognizes all the **Communication Ports** existing in the Computer and displays them for selection.

3. If you select **Modem** for Communication, enter the Telephone number.
4. Select the type of dialing i.e **Pulse** or **Tone**.

Note: Enter the Telephone number based on the Communication type.

5. Select the type of **Export Reminder**.

Note: Based on the type of Export Reminder selected, the User is reminded to export the data changes (Add, Modify or Delete in User groups, Reader groups, Time zones etc) **from PRO Lite** to **O2LA Controller**.

a. **Remind Always**: Any changes made in the data, the User is immediately reminded to export the data.
b. **Don't Remind today**: Any changes made in the data on a day, the User is not reminded that particular day to export the data.
c. **Don't Remind till next Start up**: Any changes made in the data, the User is not reminded till the next Start up to export the Data.
d. **Never Remind**: Any changes made in the data, the User is never reminded to export the data.

6. For Online Printing, check **Enable Online Printout** and select the **set of events** to be printed in each **Interval**.

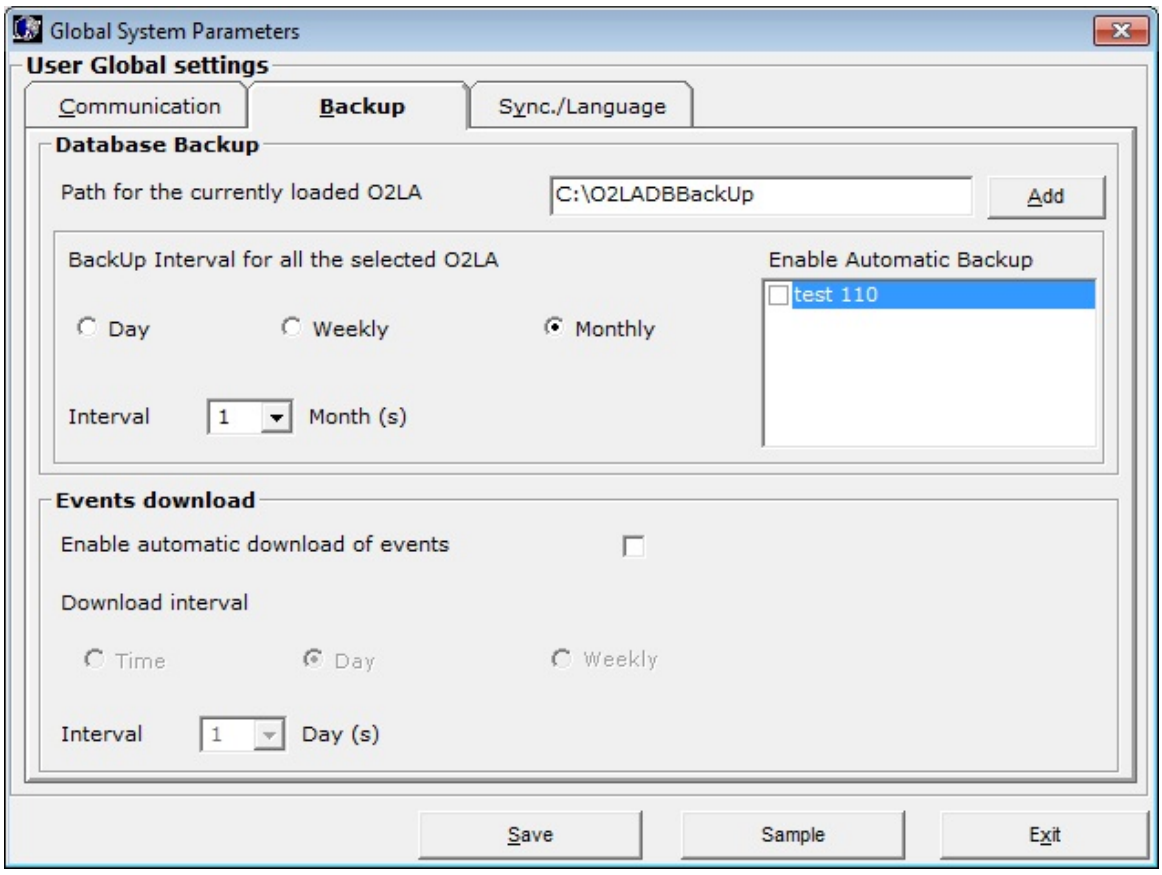
Note: A maximum of 500 events can be printed in each Interval and The PC is to be connected to a Printer for Online Printing.

7. Click **Save** to save the User defined **Communication settings**.
8. Click **Sample** button to view the Default **Communication settings.**

Backup Settings

This option refers to how frequently certain precautionary steps need to be automatically done e.g. Database backup, Events download, etc.

9. Click **Backup** tab.



2. In Enable Automatic Backup list box, select the O2LA units whose database is to be backed up.

Note: Back up of the currently loaded O2LA database will not be taken.

3. Click Add button and select the path for the currently loaded O2LA database backup file.

Note: C:\O2LADBBackup is the default path set for the database backup. This can be changed if required.

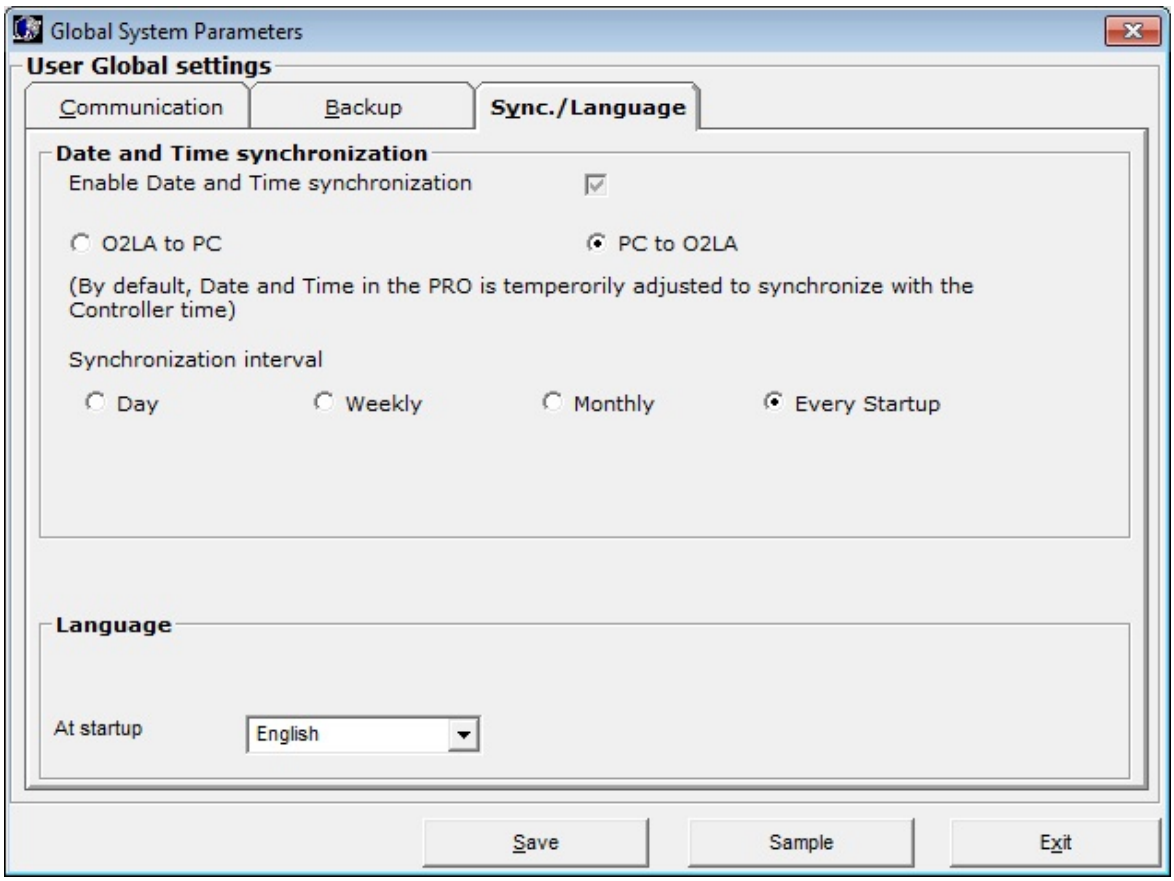
4. Select the frequency of the backup by clicking on the appropriate button.

Day: Database backup is taken automatically when date changes.
Weekly: Database backup is taken automatically after every seven days.
Monthly: Database backup is taken automatically on the change of each month.

5. For events download of currently loaded O2LA (Importing), check enable automatic download of events and select the interval.
6. Click the **Save** button to save the Backup settings.
7. Click the **Sample** button to view the Default Backup settings.

Synchronization Settings

Through this screen **Date and Time Synchronization** from **O2LA to PC** and **vice versa**, the **PRO Lite Startup language selection** can be done.

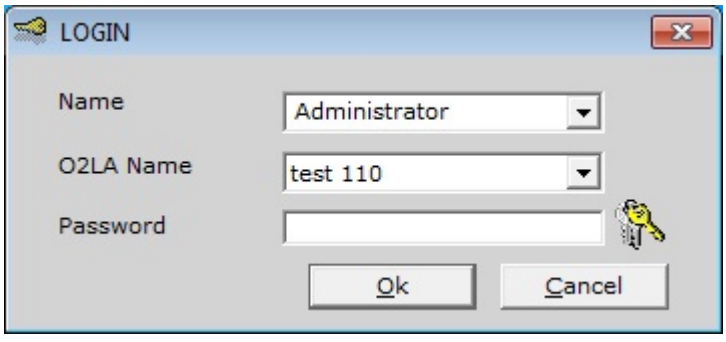


8. Check **Enable date and time Synchronization** checkbox.
9. Select O2LA to PC radio button ( ), for Synchronization between O2LA to PC.

In this case the Date and Time displayed in the master unit (O2LA), is displayed in the PRO Lite software screen.

3. Select PC to O2LA radio button ( ), for Synchronization between PC to O2LA.
4. Select the **Synchronize Interval** type as Day, Weekly, Monthly or Every Start up.
5. Based on the Synchronize Interval type selected, select the **Interval**.
6. Select the **Language** in which the **login screen** at **Startup** is to be displayed.

For eg: for Startup language selection as **French**, in the next Start up, the login screen shown below will be displayed.



7. Click **Save** button to save the **Synchronization settings**.
8. Click **Sample** button to view the Default **Synchronize settings**.

Communication

This Option is mainly to Dial up the number for Modem type of Communication.

Note: The Communication between O2LA and PC can be in three different types.

Type 1
PRO Lite <-> **O2LA**

Type 2
PRO Lite<-> **MODEM** <-> **DPBX**<-> **MODEM** <-> **O2LA**

Type 3

PRO Lite<-> **MODEM**<-> **DPBX**<-> **PSTN**<-> **DPBX**<-> **MODEM**<-> **O2LA**

Under **Type 3** communication there can arise three different situations, as explained below:

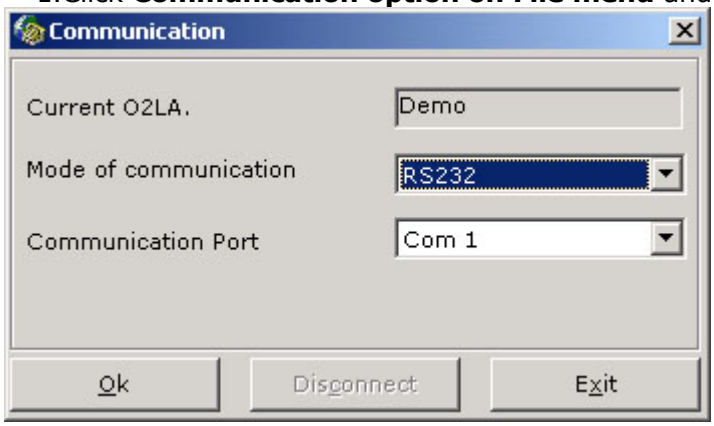
Situation 1: The PC is dialed through a DPBX central telephone line and O2LA has a standard PSTN line.

Situation 2: The PC is dialed through a standard PSTN line and O2LA has a DPBX central telephone line having, for example, the extension number 215.

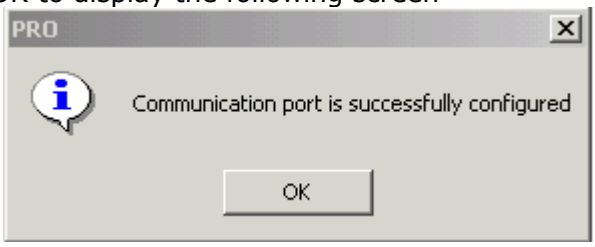
Situation 3: The PC and O2LA have both a DPBX central telephone line.

PSTN -> Public Switch telephone network.
DPBX -> Digital Private Branch Exchange.

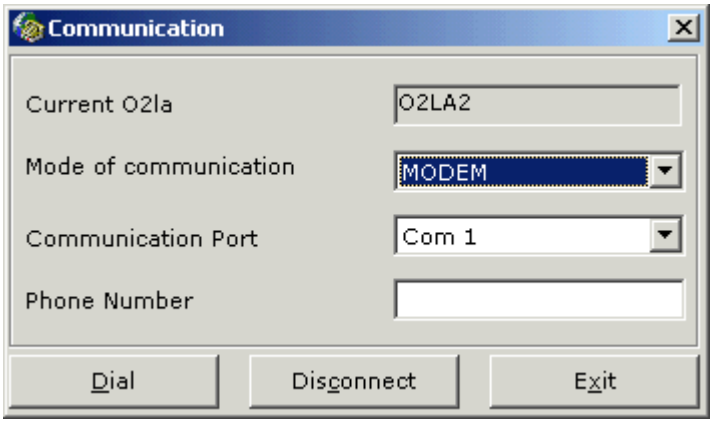
1.Click **Communication option on File menu** and the following screen is displayed:



2.Click OK to display the following screen

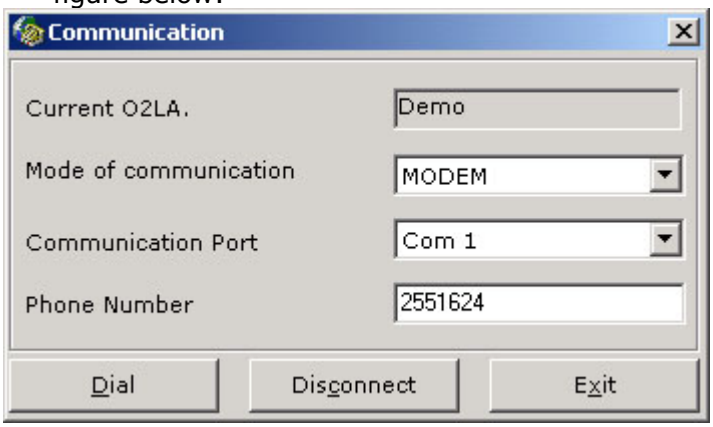


3.Click **OK** and Select the Mode of Communication as **Modem**.

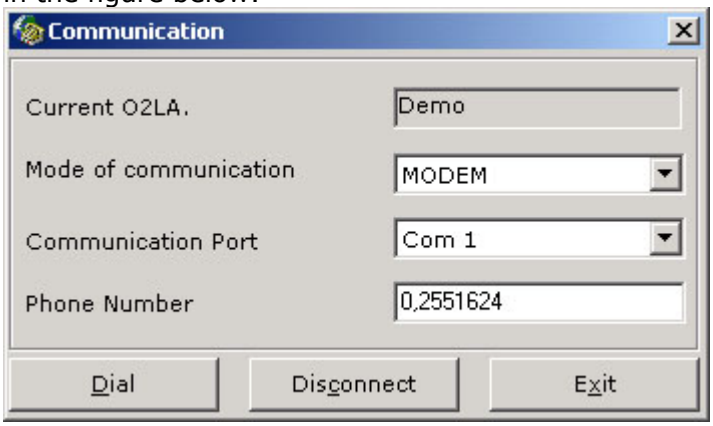


4.Select the Communication Port.
Note: PRO Lite automatically recognizes all the Communication Ports existing in the Computer and displays them for selection.
5.Enter the Telephone Number.
Note:

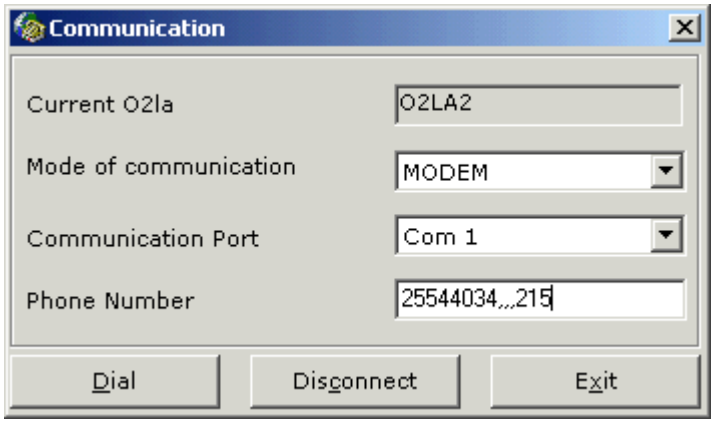
- If the form of communication is of **Type 2,** enter the direct telephone number as shown in the figure below:



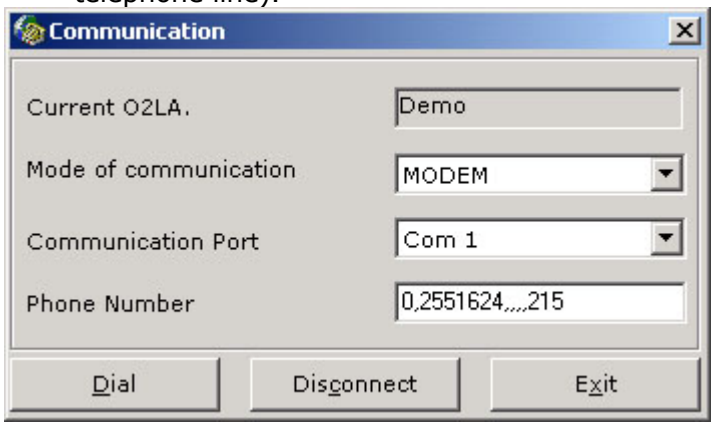
- If the mode of communication is of Type 3: Situation 1, enter the telephone number as shown in the figure below:



- If the form of communication is of **Type 3: Situation 2,** enter the telephone number as shown in the figure below (not forgetting the extension number attributed to the O2LA central telephone line).



- If the form of communication is of **Type 3: Situation 3,** enter the telephone number as shown in the figure below (not forgetting the extension number attributed to the O2LA central telephone line).



Tip:
Each comma induces a time delay of 1 second.
Enter the number of comma's based on the time delay required.

4. Click the Dial button for starting Communications.

Warning: The number is dialed according to the configured mode "**Tone**" or "**Pulse**". The configuration modes are set in the **Global system parameters -> Communication tab**.

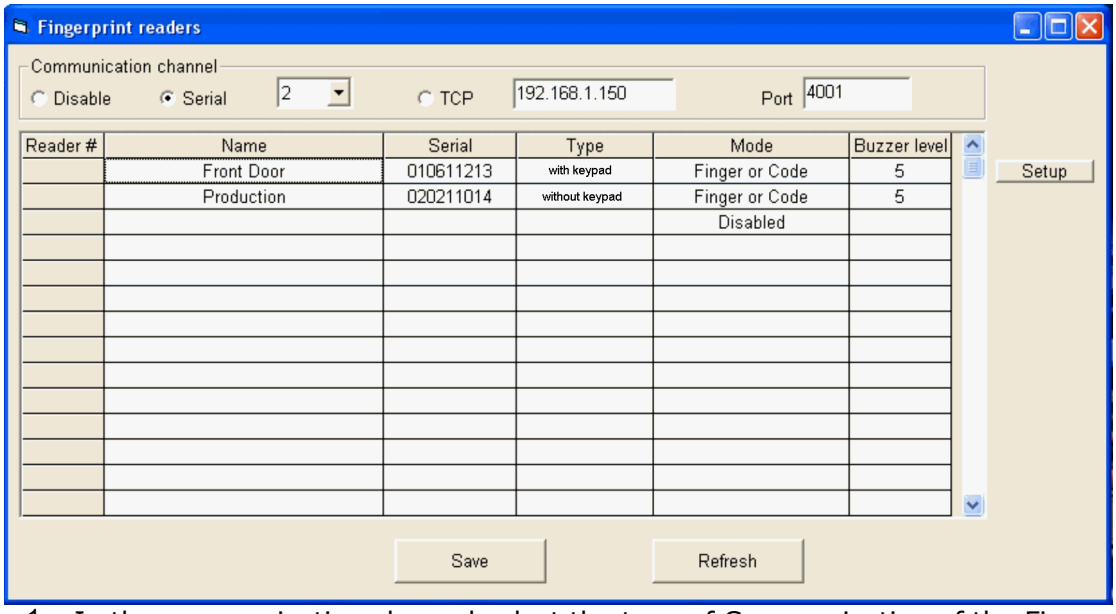
5. When **communication** with the **O2LA** is established, the following message screen will appear.

Note: Due to traffic in telephone lines & EPBX connection might not establish, please try again.

5. Click **Disconnect button** to disconnect the Modem connection.

Fingerprint readers

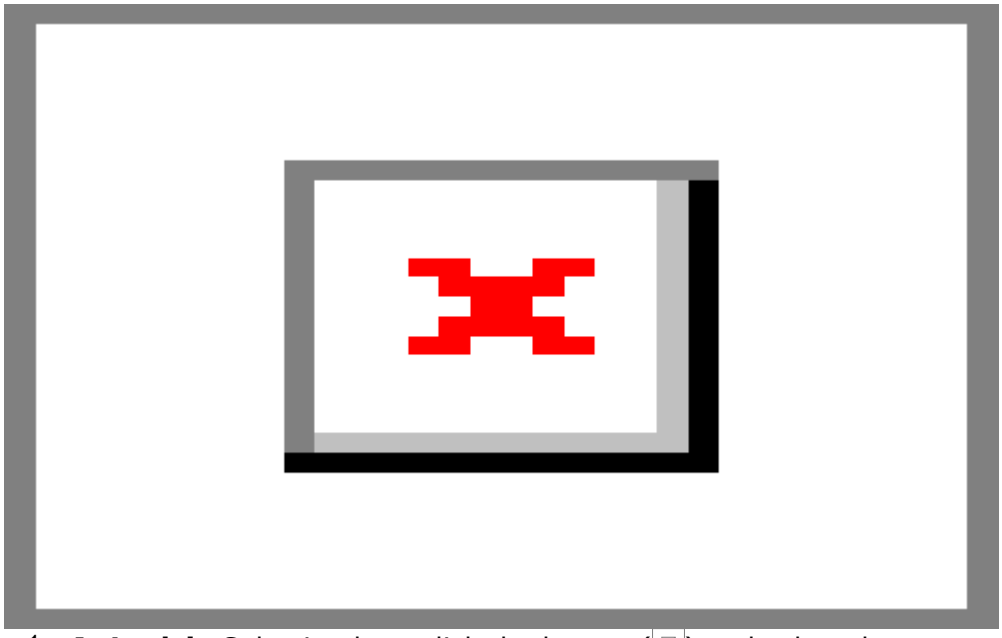
With this Menu the Fingerprint readers connected in the network are configured.



1. In the communication channel select the type of Communication of the Fingerprint Readers (Serial or TCP/IP). "Disable" means there are no Fingerprint Readers in the System.
2. If Serial Communication is selected select the com port number where Fingerprint readers are connected. The Com Port Number where the Fingerprint Readers are connected **MUST** be different from the Com Port Number where the Controller(O2LA) is connected. If TCP/IP is selected enter the IP address of the TCP/IP Converter of the Fingerprint Readers. The IP address MUST be different from the IP address of O2LA Converter (if used).
3. Put a name of the Reader and press "Enter".
4. Put the Serial Number of the Fingerprint Reader, which is attached to the Reader and written in the manual (if the serial number is with"-", ex."03-02-11-210", type "030211210") and press "Enter".
5. Select the type of the reader and press "Enter"
6. Select the operation mode: Finger, Finger or Code, Finger and Code and press "Enter". Some Fingerprint readers do not have keypad, so PIN Codes can not be used.
7. Click "Save" for configuration to be saved in the software
8. Click "Setup" for sending the configuration to the selected fingerprint reader.

Search

Through Search option you can conduct search on a number of parameters, and get a list of Information. For example, it is possible to quickly identify all Users who have A+ve blood group. The Output information to be listed is also selectable.



1. In **Look in** Selection box, click the button ( ) and select the parameter for Search.
2. For the Parameter selected, Enter the text to be searched.
3. For the Search Parameter, select the details to be displayed in the **Search Result table**.
4. Click **Search** button to view the Search result.

Backup

Backup menu is provided with three options listed below:

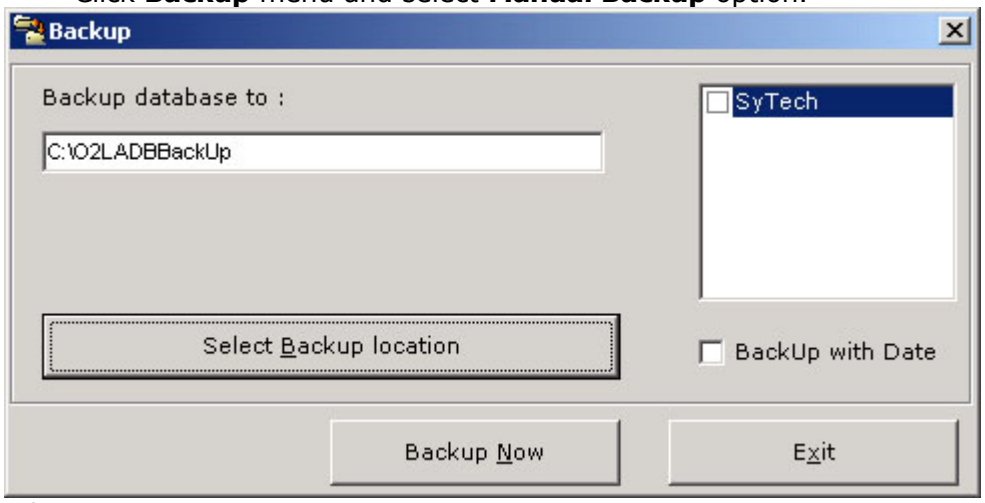
- Manual Backup
- Restore database
- Clear Events Database

Manual Backup

This option allows a manual backup (make a copy) of the database of the selected **O2LA units** in selected Backup location.

Note: If no O2LA is registered, a manual backup cannot be done.

1. Click **Backup** menu and select **Manual Backup** option.



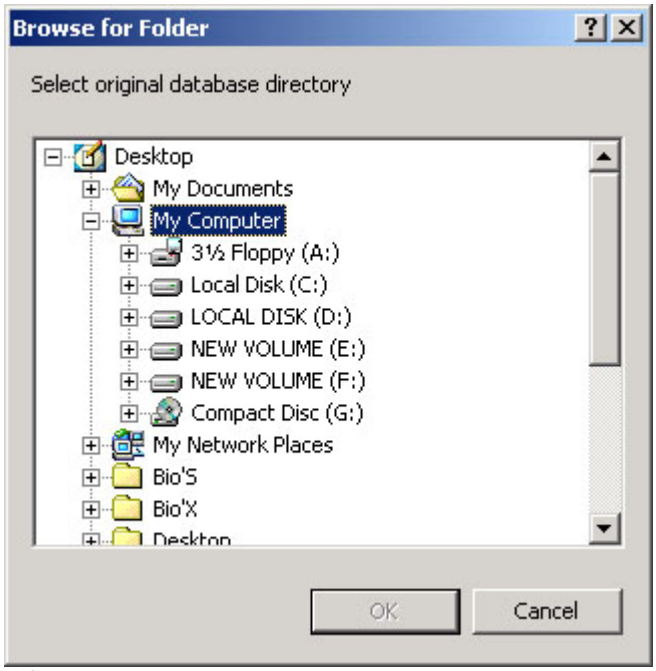
2. Select the O2LA units of which the database backup is to be taken.

Note:

All the used O2LA units are displayed for selection.

Back up of a Currently selected O2LA PRO Lite database is not possible when in use, hence backups can only be done for registered O2LA's, which are not currently running on the PRO Lite.

3. Click **Select Backup Location** button.



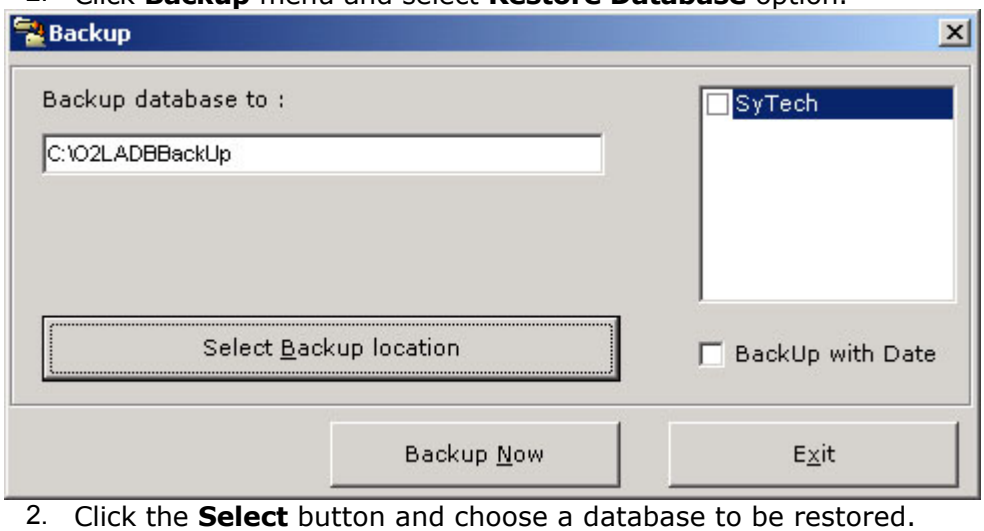
3. Browse and select the path for Backup of the **PRO Lite** database of selected **O2LA units**.
4. Check **Backup with date** option for backing up the database with date in the filename.
5. Click the **Backup now** button to create a backup in the selected path.
6. Click the **Exit button** to quit the **Manual Backup** option.

Restore Database

In the event of a database getting corrupted (or necessity to revert back to old database), the required database can be selected from the previously saved location and Restored.
This option restores a selected database into the **PRO Lite** database of selected **O2LA**.

Note: If no O2LA is registered, Restore database cannot be done.

2. Click **Backup** menu and select **Restore Database** option.



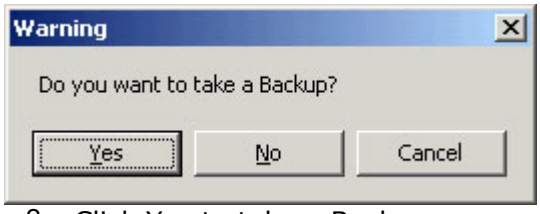
2. Click the **Select** button and choose a database to be restored.
3. Select the O2LA of which the database is to be replaced.
4. Click the **Restore** button. to restore the chosen Database.
5. Click the **Exit** button to quit the Restore Database option.

Clear Event Database

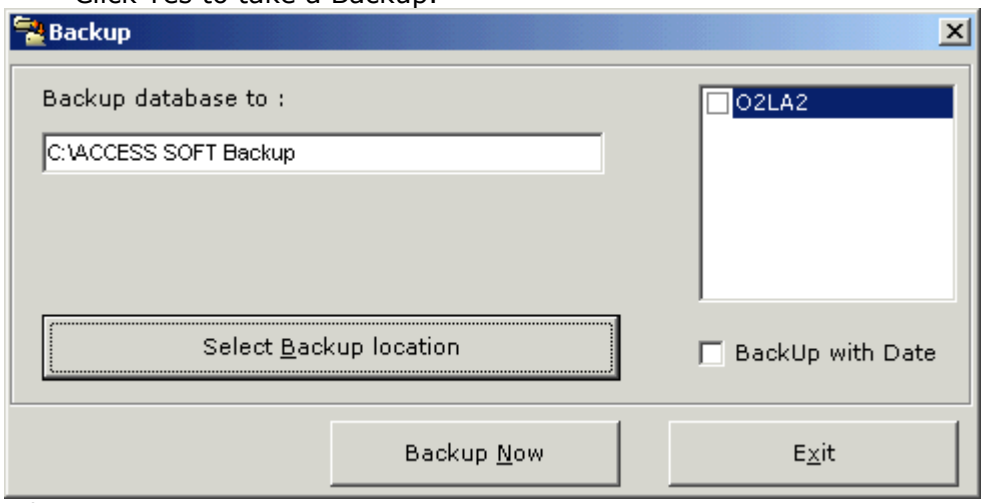
The Clear Events Database option clears all events from the database of currently loaded O2LA.

Note: If no O2LA is registered, Clear events database cannot be done.

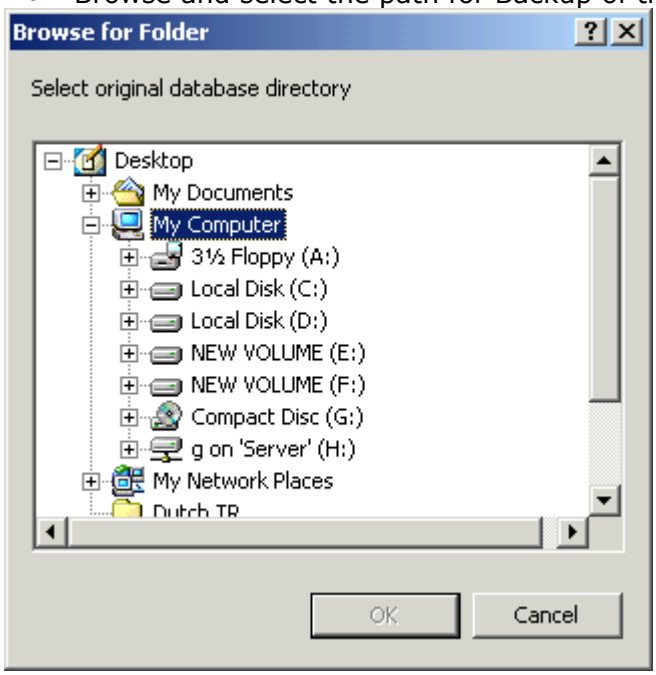
6. Click the Backup menu and select the Clear Event Database option, a message shown below is displayed.



2. Click Yes to take a Backup.



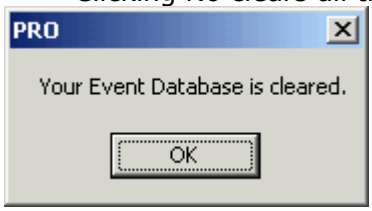
3. Select the currently in use O2LA database.
4. Click select Backup location button.
5. Browse and select the path for Backup of the PRO Lite database of selected O2LA.



6. Check Backup with date option for backing up the database with date in the filename.
7. Click the Backup now button to create a backup in the selected path.

Note: PRO Lite software temporarily goes offline during the Backup database process of currently in use O2LA.

8. Clicking No clears all the events in the Currently in use O2LA database.



Disable Alarm

This option is to **disable(Off)** the **Output 4 (T4) triggered**. Disable alarm will be enabled only when the PC is connected to O2LA.

Note: The **Output 4 (T4)** can also be disabled in **O2LA** by entering the **Master code**.

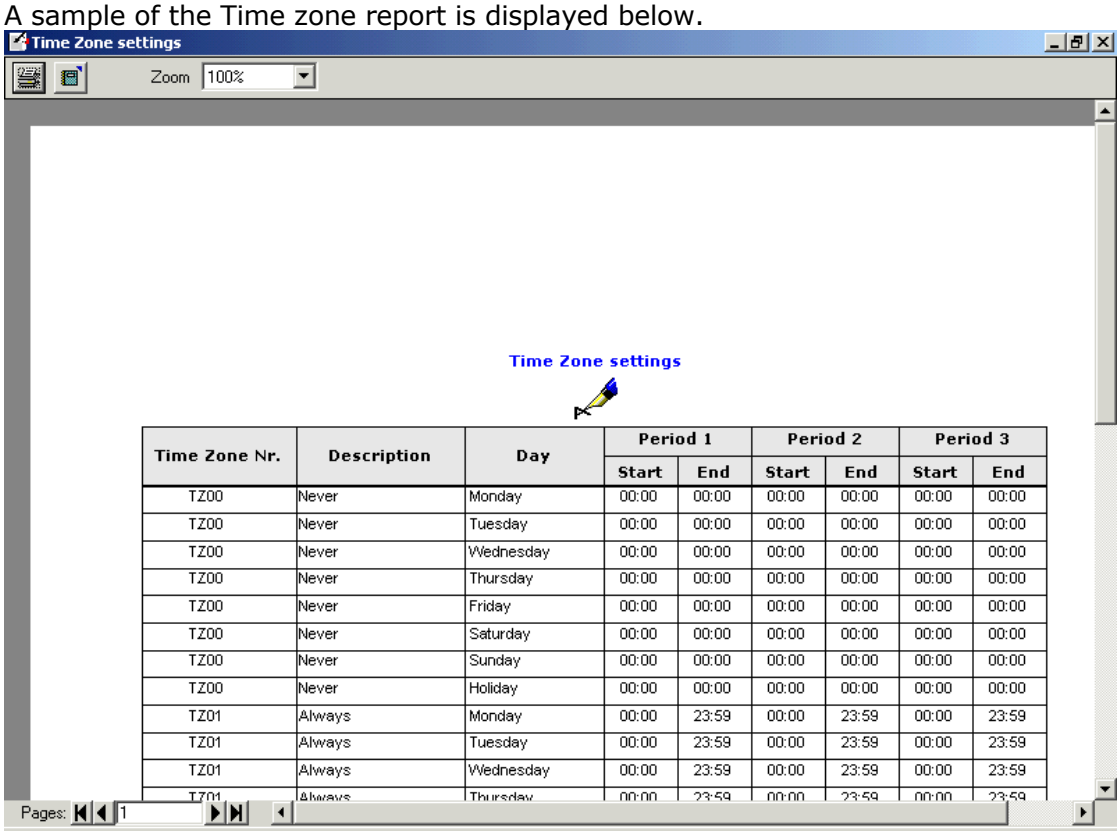
Settings Records

This menu gives a list of options in PRO T&A, of which the Settings Reports can be viewed and printed.
If you want to reinstall the software, a **Hard copy** of all the Settings can be taken and re entered in the same way.
The options in **Settings Records** menu are listed below:

- Reader Groups
- Time Zones
- Holidays
- User Groups
- User Details
- Antipassback
- User Groups
- Door Controllers

Time Zones Settings Report

This option **lists** out a **report** displaying all the **Time Schedules created** with details like Time zone no, Description, Day and Period with Start and End time.
A sample of the Time zone report is displayed below.



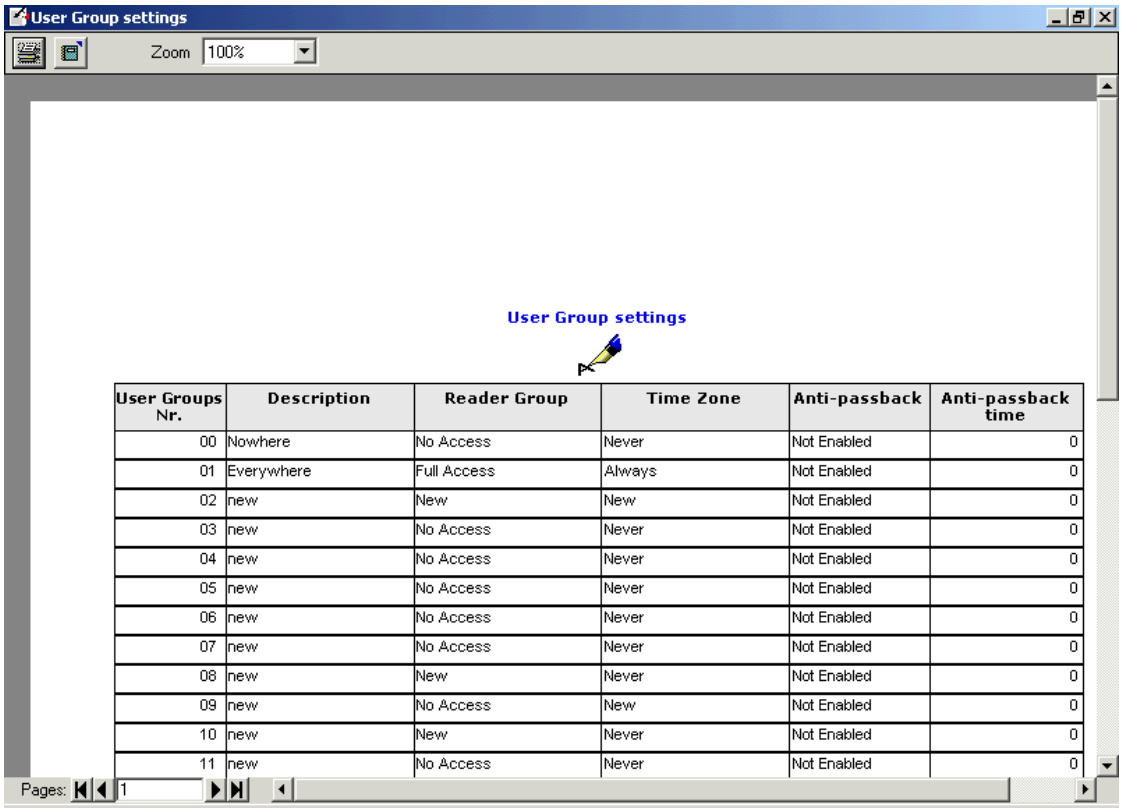
Time Zone Nr.	Description	Day	Period 1		Period 2		Period 3	
			Start	End	Start	End	Start	End
TZ00	Never	Monday	00:00	00:00	00:00	00:00	00:00	00:00
TZ00	Never	Tuesday	00:00	00:00	00:00	00:00	00:00	00:00
TZ00	Never	Wednesday	00:00	00:00	00:00	00:00	00:00	00:00
TZ00	Never	Thursday	00:00	00:00	00:00	00:00	00:00	00:00
TZ00	Never	Friday	00:00	00:00	00:00	00:00	00:00	00:00
TZ00	Never	Saturday	00:00	00:00	00:00	00:00	00:00	00:00
TZ00	Never	Sunday	00:00	00:00	00:00	00:00	00:00	00:00
TZ00	Never	Holiday	00:00	00:00	00:00	00:00	00:00	00:00
TZ01	Always	Monday	00:00	23:59	00:00	23:59	00:00	23:59
TZ01	Always	Tuesday	00:00	23:59	00:00	23:59	00:00	23:59
TZ01	Always	Wednesday	00:00	23:59	00:00	23:59	00:00	23:59
TZ01	Always	Thursday	00:00	23:59	00:00	23:59	00:00	23:59

1. Click the buttons , , to navigate between the pages and select the page to be printed.
2. Click Print ( ) button, to take a print out.

3. Click button to come out of the Report.

User Groups Settings Report

This option **lists** out a **report** displaying all the **User groups** with details **created in User Group option**.
A sample of User group report is displayed below:

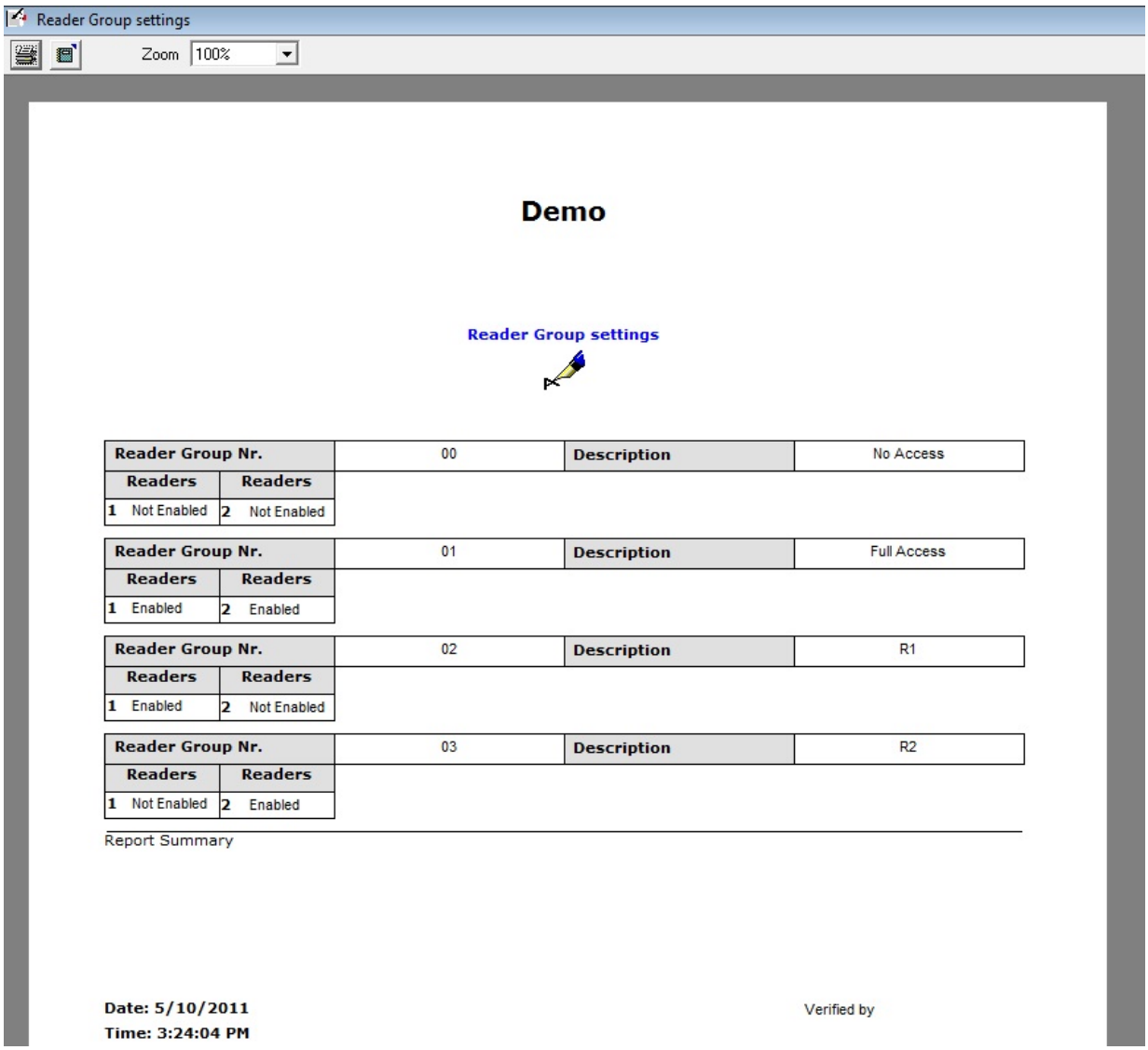


User Groups Nr.	Description	Reader Group	Time Zone	Anti-passback	Anti-passback time
00	Nowhere	No Access	Never	Not Enabled	0
01	Everywhere	Full Access	Always	Not Enabled	0
02	new	New	New	Not Enabled	0
03	new	No Access	Never	Not Enabled	0
04	new	No Access	Never	Not Enabled	0
05	new	No Access	Never	Not Enabled	0
06	new	No Access	Never	Not Enabled	0
07	new	No Access	Never	Not Enabled	0
08	new	New	Never	Not Enabled	0
09	new	No Access	New	Not Enabled	0
10	new	New	Never	Not Enabled	0
11	new	No Access	Never	Not Enabled	0

1. Click the buttons , , to navigate between the pages and select the page to be printed.
2. Click Print ( ) button, to take a print out.
3. Click button to come out of the Report.

Reader Groups Settings Report

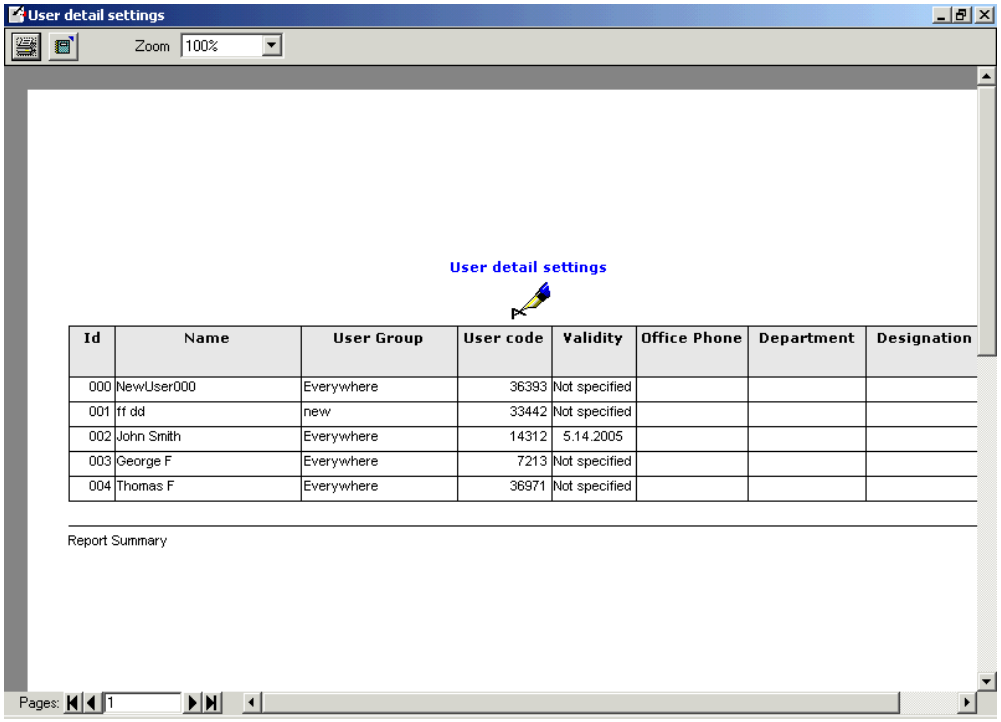
This option **lists** out a **report** displaying all the **Reader groups** with details created in **Reader Group option**.
A sample of Reader group report is displayed below:



1. Click the buttons, , to navigate between the pages and select the page to be printed.
2. Click Print ( ) button, to take a print out.
3. Click button to come out of the Report.

User Details Report

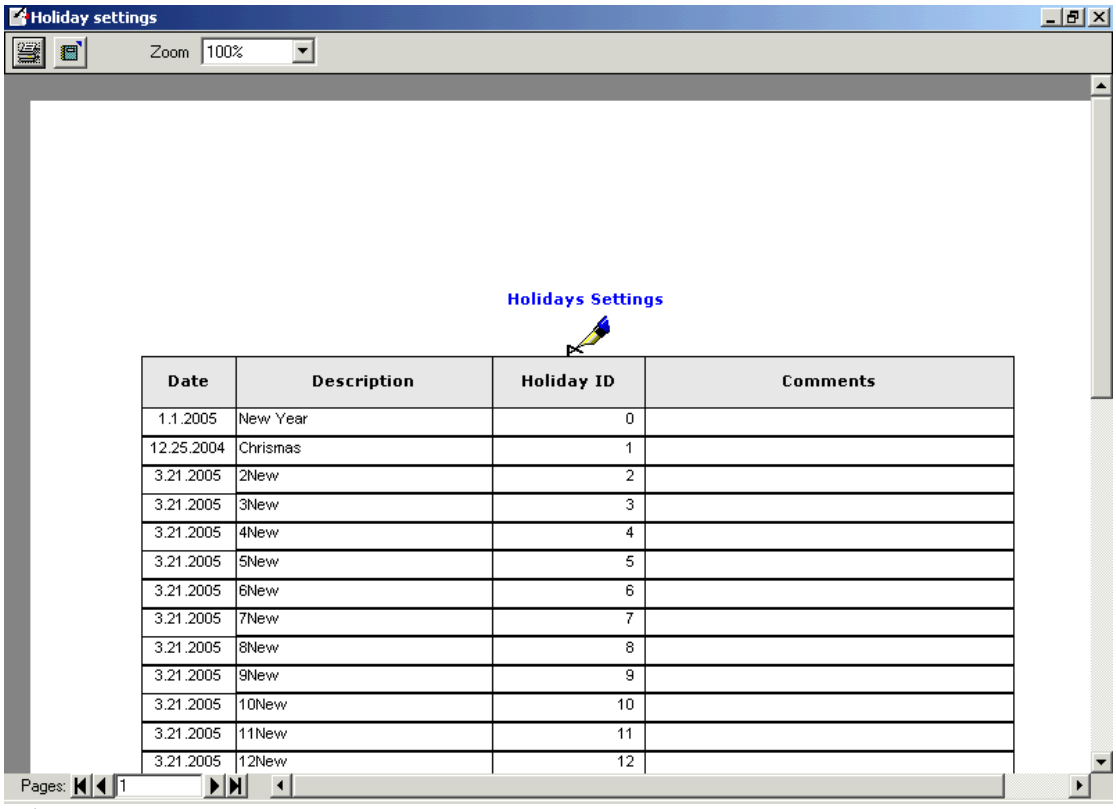
This option **lists** out a **report** displaying all the **Users** with details, **created inUsers** option.
A sample of User Details report is displayed below:


User detail settings
Zoom 100%
User detail settings
Id | Name | User Group | User code | Validity | Office Phone | Department | Designation
000 | NewUser000 | Everywhere | 36393 | Not specified
001 | ff dd | new | 33442 | Not specified
002 | John Smith | Everywhere | 14312 | 5.14.2005
003 | George F | Everywhere | 7213 | Not specified
004 | Thomas F | Everywhere | 36971 | Not specified
Report Summary
Pages: 1

1. Click the buttons, , to navigate between the pages and select the page to be printed.
2. Click Print ( ) button, to take a print out.
3. Click button to come out of the Report.

Holidays Report

This option **lists** out a **report** displaying all the **Holidaysentered in Holidays option**.
A sample of Holidays report is displayed below:

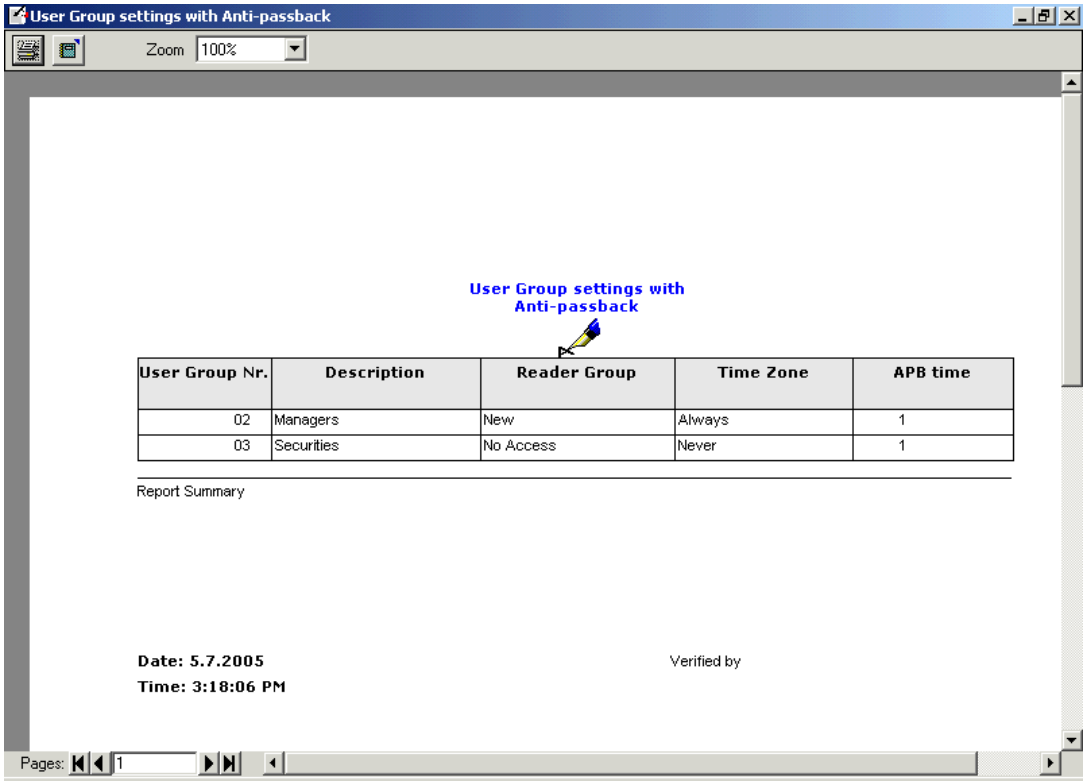


1. Click the buttons, , to navigate between the pages and select the page to be printed.

2. Click Print ( ) button, to take a print out.
3. Click button to come out of the Report.

User Group with (APB) Settings Report

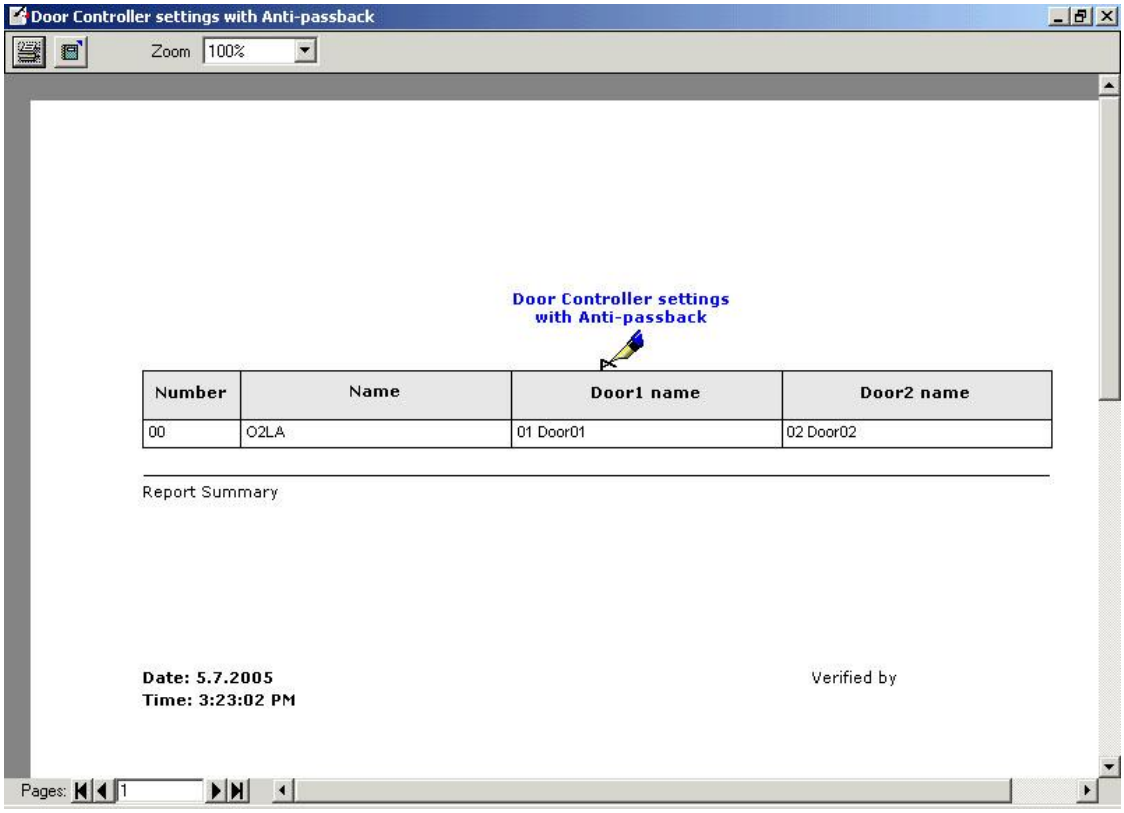
This option **lists** out a **Report** displaying all the **User groups with Antipassback feature enabled**. A sample of User Group with (APB) Settings report is displayed below:


User Group settings with Anti-passback
Zoom 100%
User Group settings with Anti-passback
User Group Nr. | Description | Reader Group | Time Zone | APB time
02 | Managers | New | Always | 1
03 | Securities | No Access | Never | 1
Report Summary
Date: 5.7.2005
Time: 3:18:06 PM
Verified by
Pages: 1

1. Click the buttons , , to navigate between the pages and select the page to be printed.
2. Click Print ( ) button, to take a print out.
3. Click button to come out of the Report.

Door Controllers with (APB) Settings Report

This option **lists** out a **Report** displaying the **door Controllers** that are **Antipassback enabled**. A sample of the report is displayed below:

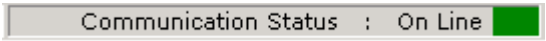


1. Click the buttons, , to navigate between the pages and select the page to be printed.
2. Click Print ( ) button, to take a print out.
3. Click button to come out of the Report.

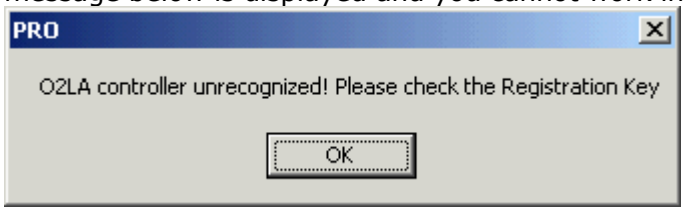
Online/Offline mode

PRO Lite is in Online mode when there is communication between PRO Lite and O2LA.
PRO Lite is in Offline mode if there is no communication between PRO Lite and O2LA. However, each of them can function independently.

On the Pro Lite main screen click on the **Go Online** option to switch to Online operation mode.
Online Communication is indicated on the Pro Lite main screen as shown below:



Note:If the Registration details entered for the connected O2LA are incorrect or not entered, the message below is displayed and you cannot work in Online mode.



On the PRO Lite main screen, Click **Go Offline** to switch to Offline mode of operation. Offline communication is indicated on the ACCESS SOFT main screen as shown below:

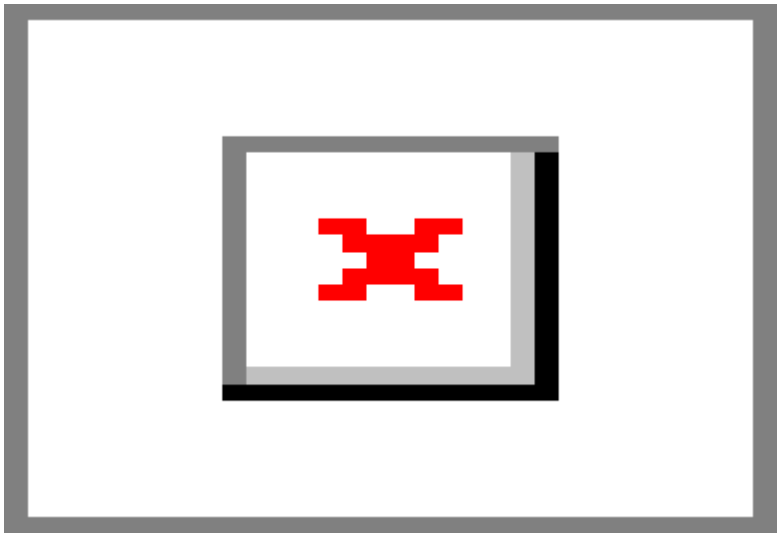
PRO Lite in Online mode

PRO Lite is in Online mode when there is Communication between the connected O2LA Controller and its corresponding database loaded in PRO Lite software.
When the PRO Lite software is in Online mode, and an event occurs, an online monitoring screen is displayed listing the events as they occur.

Online Monitoring

On the PRO Lite main screen click the **Display Events** option. The Online Monitoring screen, with a list of events, is displayed as shown below.

Each O2LA Date and Time should be synchronized with PRO Lite:
1. If there is Date and Time difference between O2LA and PRO Lite.
2. If the PC Date and Time is changed.



PRO Lite provides a special feature, which is that the Photograph of each user granted access or denied access can be viewed on Online monitoring screen.

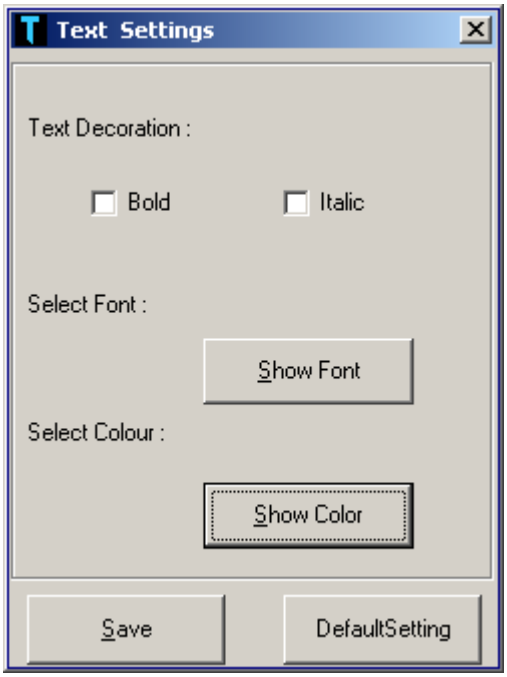
Note: For the Picture of the User to appear on the Online monitoring screen, the scanned picture should be set for the following size given below using an Image editing tool .
Photo size: 23mm (Width) x 28 mm (Height)
Pixels: 69 x 85
Resolution: 30
Image type: JPEG

Note: Scanned images can be edited using an Image editing tool like Photo Shop or Corel Draw to achieve the above specifications.

Text Settings

This menu is used to change the font style & color in the Tree structure.

Select "**Text Settings**" in the Menu bar and the following screen will be displayed.



- To make bold or italic, Check on the respective check box.
- To change the font, Click **"Show Font"**, select the font from the Pop up menu that displays the font styles and click **"Ok"**.
- To change the font color, Click **"Show Color"**, select the color from the Pop up menu and click **"Ok"**.
- Click "**Save"** to save the changes.
- To obtain the Default font style,Click on the "**Default Settings"**

Help

Contents

Click **Online Help** option or press **F1 shortcut key** to view help file.

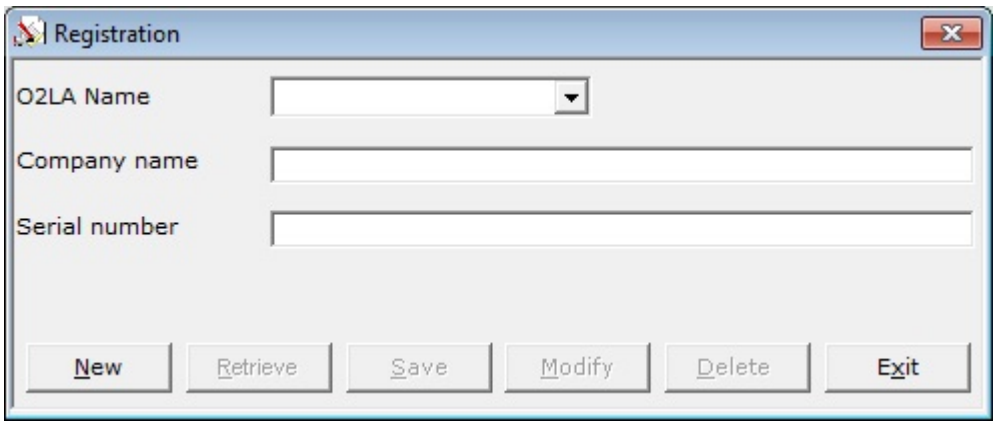
Registration

A PRO Lite software CD is sent free with every O2LA shipped out of the factory. O2LA and the PRO Lite, in this situation, function entirely independently. Both can be programmed separately. However, there is no data transfer between O2LA and the PRO Lite.
In order that data transfer can take place between O2LA and the PRO software, the two have to be "linked" together, but only after registration with a Registration Code. The Registration Code accompanies the O2LA or can be procured from the Distributor.

Note: All supplies from the factory contain both the O2LA and the PRO CD. O2LA can be bought either with or without a Registration Code.

PRO Lite Registering O2LA Controller

1. Click the Help menu and select the Registration option, as displayed below.



2. Click **New** button
3. Enter the name of the O2LA to be registered.

Note:
Here the O2LA unit can be named by the location where it is installed.
O2LA Name should be Unique.
First Character of O2LA name should be an alphabet.

4. Enter the name of the Company.
5. Click the **Retrieve** button to obtain the Serial Number of the **O2LA** connected to the **PRO Lite**.

Note: If more than one O2LA is connected to computer, the software will first check for the O2LA connected on respective com port

Or

Enter the O2LA Serial number written on the O2LA controller to be registered.

6. Click the **Save** button to store the Registration details.

Note: A new O2LA registered will automatically be assigned to the Administrator.

7. Click the **Exit** button to quit the Registration Form.

Modify Registration details of an O2LA Controller

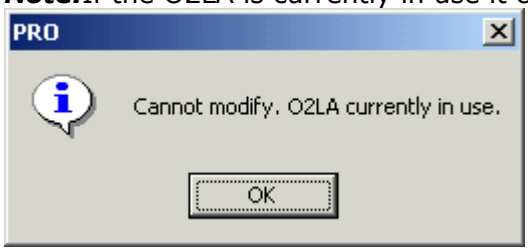
The registration details entered for a O2LA Controller can be modified.

Note:Only Administrator is given the rights to modify the Registration details.

1. Select the Name of O2LA whose registration details is to be modified.

2. Click **Modify** button. and change the required details.

Note:If the O2LA is currently in use it cannot be modified. A message as shown below is displayed.

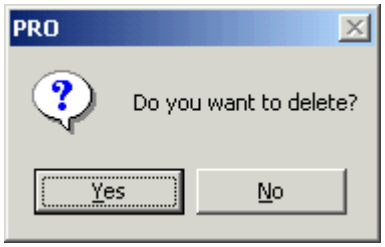


3. Click **Update** button to save the modifications done.

Delete Registration details of an O2LA Controller

Note:Only Administrator is given the rights to delete the Registration details.

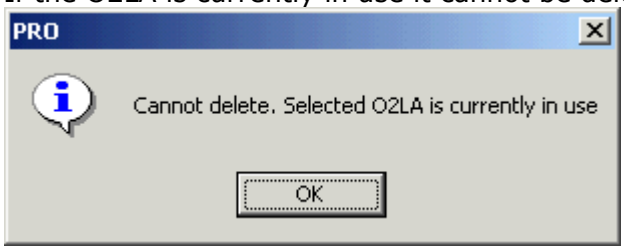
4. Select the O2LA Controller whose registration details is to be deleted.
5. Click **Delete** button.



6. Clicking **Yes**, deletes the Registration details of the selected O2LA Controller.

Note:

If the O2LA is currently in use it cannot be deleted, a message as shown below is displayed.



If the O2LA is assigned to some Operator(s), it cannot be deleted, a message shown below is displayed.

Instructions on Changing of Languages

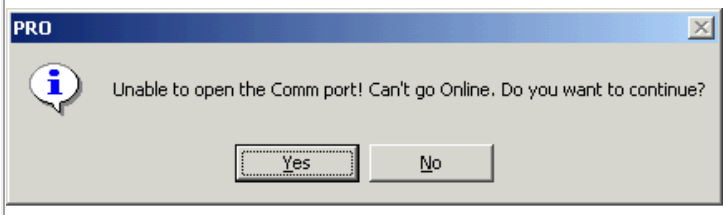
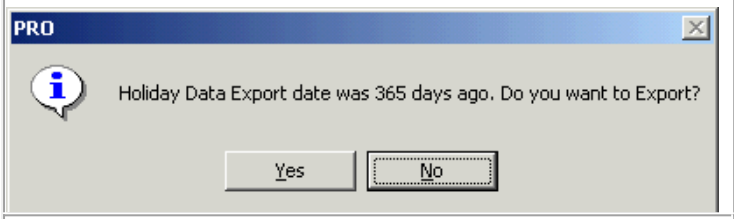
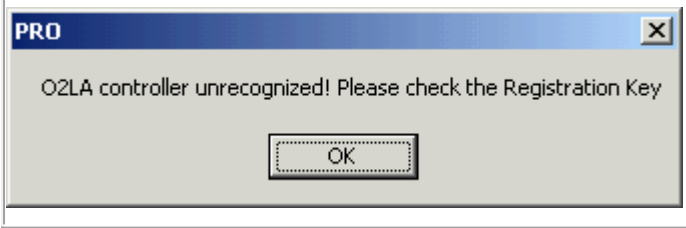
The PRO Lite software currently supports the following languages:

- English
- French

1. Default language of the Software is English.
2. Login session comes in the language specified in the Global Setting Parameters -> Sync / Language settings.
3. Language of PRO Lite Software for each **Operator** can be set in Operators settings menu.

Note:
Certain message boxes displayed in the PRO Lite software depends on the **Operating system language**. For example if **English** is selected as the language for **PRO Lite Software** and **Operating system** is set as **French**, then some messages in **PRO Lite software** will be in **French language**.

Trouble Shooting

Message box	Problem	Solution
	Com port may not be available **or** may be used by some other software.	If Comp port not available, USB Port with USB – RS 232 Converter (Cable) is to be used for Communication. If Comp port is used by some other software, close the **Software** and then start O2LA Pro software.
	This message box appears if the **Holiday data** exported to **O2LA** is **365 days ago**.	Click **Yes** and **export** the **Holiday data** to **O2LA Controller.**
	Registration code in the Registration form **not entered** or **in correct**.	Enter the **Unique Registration code** given for the **O2LA** product.

Glossary

Anti Passback
A feature that prevents a user from giving his or her code/tag to someone else to use. A user code/ tag must be used to enter then used to exit before it can be reused to enter again. This feature requires one Reader for entry and a second Reader for exit.

Real Antipassback
A valid and authorized user is granted access at the **'IN' reader** and cannot re-use the code/tag to regain entry into the zone until the **same card** has been **used to leave the area**.

Timed Antipassback
A valid and authorized user is granted access at the **'IN' reader** and subsequently cannot re-use the code/tag to regain entry into the zone until a **pre-set time period has elapsed**.

Mantrap
The Mantrap function can be used for an area having two doors. This function is used to prevent a door opening while another door is open. It is a special configuration where one door must be closed before another door can open as in an "airlock" situation.

Priority codes
Priority codes are the codes with more rights. The PRO T&A allows for programming of up to 10 Priority codes at memory location from 990 to 999 for using in case of emergency situations. These Priority codes are given **"FULL" access as it is granted "Always Access"** at any reader.

The Priority codes can be used in emergency situations such as:

- Communication problem with O2LA.
- System failure or power supply interruption to the O2LA.

These Priority codes are for Security Maintenance personnel or for Administrator.
Note: Programmed settings of **Anti-Passback** or **Mantrap** for the **O2LA** are disabled for these codes.

Duress Code
Duress codes are intended for use in situations where a user is forcefully and unlawfully compelled to open a door by an aggressor, for example. In such a situation a user can employ a duress code instead of their personal code to gain access. Unknown to the aggressor, use of the duress code activates Output T4, which can be connected to a silent alarm (e.g. an auto dialer).

Free Access
A special programming feature to enable 1 door in the system to remain open for 2 preset time periods without need for card/tag validation. Useful, for example, to keep a **parking lot gate open** during the start and close of office hours.

Readers
Readers are slave units that operate with the controller. They can be either a keypad or proximity reader with 26-bit Wiegand protocol. XPR's proximity readers read only EM4002 formatted cards. If other readers are used, then specifications need to be checked for compatibility.

RS232
A common type of computer interface for serial data transmission over distances of less than 15 meters or 50 feet. Employs a standard 9-pin D-type connector. The O2LA system uses the RS232 interface to connect to a computer, printer or modem.

Tag

A Tag can be card or key fob with an embedded IC encoded with a number that can then be sensed by a reader. XPR's MULTIX range of readers can read tags compatible with EM4002 format.